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RULES OF PROCEDURE FOR THE APPOINTMENT OF EXECUTIVE DIRECTORS AND CHIEF DIRECTORS

A. INTRODUCTION

The regulations below and the procedures contained therein must be interpreted and implemented within the context of the University's Institutional Intent and Strategy as well as the principles and points of departure in other policy documents and shall at all times be subject to them.

B. GENERAL PRINCIPLES

The term of appointment will normally be five (5) years.

C. COMPOSITION OF THE APPOINTMENT COMMITTEE

An Appointment Committee of Council (AC), chaired by the Rector (or his/her representative), is set up by the Rector. The AC is constituted as follows:

- a) The Rector (or his/her representative)
- b) Two (2) external members of Council, who are members of the Human Resources Committee of Council, appointed by the Human Resources Committee of Council
- c) Two (2) members appointed by the Rector, one (1) of whom must be a member of the Rector's Management Team, (in the case of Chief Directors, one (1) member will be the designated executive managerial head to whom the incumbent will be reporting)
- d) Two (2) Deans appointed by the Executive Committee of Senate

The AC has the right to co-opt non-voting members during any stage of the process.

The AC may, during the appointment process, make use of the services of Human Resources experts.

The AC may also ask officials of the University to attend meetings so as to perform administrative functions. External experts and officials do not, however, have the right to vote on the appointment.

A quorum of the AC requires five (5) of the appointed members

D. PROCEDURE

1. The process for the appointment of an Executive Director/Chief Director is initiated by the Rector, at least nine (9) months before the end of the term of the incumbent, or when a notice of resignation from the incumbent is received.
2. Any member of the Appointment Committee of Council (AC) who is a candidate for the position must withdraw from the AC before the first meeting of the AC.
3. The Executive Committee of Council may appoint alternative members to the AC, should any member of the AC need to withdraw at any stage.
4. The advertisement for the position is finalised by the AC.
5. The AC may recruit suitable candidates to apply for the position. Individual members of the AC may not recruit candidates themselves. Recruitment actions are to be undertaken and co-ordinated by the Chair or by a small sub-group, in terms of a decision taken by the AC regarding the person/persons to be approached. The AC should acquaint itself in a suitable manner with the eligibility of recruitment candidates before these candidates are approached. Eligibility, in this regard, is defined as being exclusively attuned to the job requirements stated in the job description and the advertisement arising from it.
6. The candidates may be invited to each prepare a short account of their vision of the University's future, and of the role they see themselves playing therein.
7. After the closing date for applications the AC draws up a provisional shortlist and conducts interviews with the candidates concerned with a view to obtaining a final shortlist (of preferably three (3) names) of eligible candidates of whom at least one (1) should be a black, coloured or Indian person, provided that the AC may repeat the recruitment process or parts thereof if, in its opinion, there are not three (3) eligible candidates.
8. **In the case of Executive Directors**
 - 8.1 The AC indicates its preferred candidate for the position with an absolute majority of votes by the voting members present.
 - 8.2 The AC makes a recommendation to the Council.
 - 8.3 Ultimately the Council designates its preferred candidate for the position with an absolute majority of votes by the voting members present.
 - 8.4 If, during the first round of voting, no candidate receives an absolute majority of the votes cast, the candidate with the fewest votes is eliminated and a subsequent round of voting takes place.
 - 8.5 The Council may also decide not to designate any of the candidates as its preferred candidate. If no appointment is made, the appointment procedure is repeated at least one (1) more time. If this again does not lead to the appointment of any candidate, an alternative process is determined by the Council.
9. **In the case of Chief Directors**
 - 9.1 Ultimately the AC designates its preferred candidate for the position with an absolute majority of votes by the voting members present. If, during the first round of voting, no candidate receives an absolute majority of the votes cast, the candidate with the fewest votes is eliminated and a subsequent round of voting takes place.
 - 9.2 The AC may also decide not to designate any of the candidates as its preferred candidate. If no appointment is made, the appointment procedure is repeated at least one (1) more time. If this again does not lead to the appointment of any candidate, an alternative process is determined by the AC.
 - 9.3 The AC communicates its decision to the Council.

E. REAPPOINTMENT

1. The process for the possible reappointment of an Executive Director/Chief Director for a subsequent term is normally initiated by the Rector nine (9) months before the term comes to an end.
2. If an incumbent Executive Director/Chief Director should indicate nine (9) months before the end of his/her first term of appointment that he/she is available for another term, the Rector (and in the case of Chief Directors, the relevant executive manager) will formally request that the incumbent submit an overview of results achieved during the current term, as well as a vision of the way forward for a possible second term. After receipt of these documents, the Rector (and in the case of Chief Directors, the relevant executive manager) will have a discussion with the incumbent.
3. If the Rector (and in the case of Chief Directors, the relevant executive manager) so recommends, the Human Resources Committee of Council, with due consideration of the performance outputs of the individual, considers the possibility of renewing the incumbent's appointment for another term.
4. In the case of Executive Directors the Human Resources Committee of Council makes a recommendation to the Council. In the case of Chief Directors the Human Resources Committee of Council makes a final decision and communicates the decision to the Council.
5. If an incumbent Executive Director/Chief Director is available for a third term, the reappointment should follow the full procedure, except in cases where the Council, on recommendation of the Rector, decides otherwise.