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PROCEDURE FOR THE APPOINTMENT AND PROMOTION OF SUPPORT STAFF AT POST LEVEL 4 AT STELLENBOSCH UNIVERSITY

A. CONTEXT

1. 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.
2. The staff plans of the various environments create an important framework within which the SU human resources must be managed in a systemic and integrated manner.
3. In this regard the appointment and promotion of support staff (also following job evaluation) at post level 4 should be dealt with in a more integrated way in order to ensure institutional equity in respect of candidates.
4. In terms of section 34 of the Higher Education Act, No 101 of 1997, the power to appoint employees rests with the Council of the University. In the final instance the candidate is therefore appointed by the Human Resources Committee of the Council.

B. PREMISE

1. The University must make the best possible choices in the appointment of staff.
2. The basic requirements regarding the post should be taken into account in appointments and promotions.

C. APPOINTMENT PROCEDURE

1. A Standing Selection Committee, under chairmanship of the Vice-Rector (Social Impact, Transformation and Personnel) (or representative) will be established by the Vice-Rector (Social Impact, Transformation and Personnel). The selection committee is composed as follows:
 - a) Vice-Rector (Social Impact, Transformation and Personnel) (or representative) as chairman
 - b) Chief Director: Strategic Initiatives and Human Resources
 - c) Centre of Responsibility (CR) Head of the relevant environment
 - d) Member of management (post level 4 or higher) from another CR environment
(Appointed by the Rector)
 - e) Two deans (appointed by the EC(S))
 - f) Supporting without voting rights: Human Resources Practitioner with responsibility for the environment concerned
2. The Standing Selection Committee follows the same university processes as for any other senior support services post and submits its recommendation to the Rector's Management Team (RMT).
3. The Selection Committee's report, with comments and recommendations, is considered at the meeting of the RMT under chairmanship of the Rector (or representative). The RMT then submits its recommendation to the Human Resources Committee of the Council. (Before the meeting the Human Resources Division will make the detailed *curricula vitae* of all the applicants available for inspection by members of the Human Resources Committee of the Council.)
4. The Human Resources Committee makes a final decision by way of an absolute majority and reports this to the Council.

D. PROMOTIONS PROCEDURE

1. Recommendations for promotion (also as a result of continuous job evaluation at the request of the relevant environment) will be dealt with by the Standing Selection Committee (constituted on appointment to posts) and submitted twice a year via the RMT to the Human Resources Committee of the Council, namely in **April** and **October**.
2. At the meeting of the RMT, under chairmanship of the Rector (or representative), the Selection Committee's final report with comments and recommendation, together with a short *curriculum vitae*, is considered by the RMT. An RMT recommendation is then submitted to the Human Resources Committee of the Council. (Before the meeting the Human Resources Division will make the full *curriculum vitae* available for inspection to members of the HR Committee of the Council.)
3. The Human Resources Committee of the Council considers the recommendation by the Selection Committee and the RMT and makes a final decision by way of an absolute majority regarding the promotion of the candidate.
4. Implementation dates for promotion of support staff at level 4 is therefore effective from **1 July** or **1 January**.
5. In the case of an exception, e.g. if a line manager should request that a promotion to post level 4 should be considered by the RMT outside these dates and/or in cases where the promotion in question does not feature in the approved staff plan, a letter should be addressed to the Chief Director: Strategic Initiatives and Human Resources to substantiate the request.