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**RULES OF PROCEDURE REGARDING THE APPOINTMENT OF A
RECTOR AND VICE-RECTORS
(as approved by Council on 26 June 2006)**

A. INTRODUCTION:

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.

B. PROCEDURE:

1. That the following bodies and groups associated with the University are identified as interested parties to the appointment of a rector and vice-rectors and are involved in the appointment procedure:
 - 1.1 Council;
 - 1.2 Senate;
 - 1.3 the Institutional Forum;
 - 1.4 the staff of the University, consisting of:
 - 1.4.1 academic staff, and
 - 1.4.2 non-academic staff;
 - 1.5 the students; and
 - 1.6 the Convocation.
2. That the process for the appointment of a new rector or vice-rector is initiated by a decision of Council, at least 12 months before the expiry of the contract of the incumbent of the post at the time.
3. That Council subsequently appoints a Selection Committee of 17 members, or 18 members if a vice-rector is being appointed, with the following composition:
 - 3.1 Two (2) Council members;
 - 3.2 Four (4) members of Senate, appointed by a vote in Senate;
 - 3.3 Two (2) members of the Institutional Forum, appointed by the IF;

- 3.4 Two (2) lecturers who are not members of Senate, appointed by the lecturers;
- 3.5 Three (3) other employees, appointed respectively by the administrative staff, the technical staff and the other employees;
- 3.6 Two (2) students, appointed by the Students' Representative Council;
- 3.7 the President of the Convocation or his/her delegate;
- 3.8 the Chairperson of Council, or his/her delegate, who acts as chair; and
- 3.9 in the case of the appointment of a vice-rector, the Rector.
- 4. That Council, as employer, after consulting with the Selection Committee, makes available a detailed job description and specifies the qualifications and other criteria (including leadership and managerial criteria) that the candidate must satisfy, within the framework of Act 101 of 1997 and the statute of the University.
- 5. That the Selection Committee is charged with the recruitment of eligible candidates, provided that the Selection Committee
 - 5.1 advertises the post widely in the media and invites applications;
 - 5.2 invites the members of Senate and of the Institutional Forum to nominate eligible persons in accordance with existing procedure; and
 - 5.3 may recruit eligible candidates to apply.
- 6. That, after the closing date for applications, the Selection Committee draws up a provisional short list and conducts interviews with a view to arriving at a final short list of no fewer than 3 candidates, of whom, in the context of the Employment Equity Policy, at least 1 must be from the designated groups; provided that the Selection Committee may repeat the recruitment process or a part thereof if, in its judgement, there are not three eligible candidates; provided further that, should the Selection Committee exercise its choice not to attempt further recruitment, the Selection Committee may, accompanied by a full motivation, put forward fewer than three candidates.
- 7. That the candidates on the final short list each prepare a short account of their vision of the University's future and of the role they see themselves playing therein, and present it to a meeting of the University, consisting of Senate and the Institutional Forum, on an occasion arranged for this purpose and at which the Chairperson of the SU Council acts as chair. The members of the Selection Committee are also invited to attend this meeting.
- 8. That the Selection Committee submits its final short list of no fewer than 3 candidates, with comments and in alphabetical order, and accompanied by the candidates' accounts of their point of view and their curricula vitae, to Senate and simultaneously to the Institutional Forum.
- 9. That, in accordance with its rules, Senate votes on the candidates' suitability for appointment and gives an indication of its preference, with the aim of submitting no fewer than 3 names (at least 1 from the designated groups) to Council. This is accomplished by means of a dual process by which, on the same occasion, an indication is given simultaneously of suitability for appointment and of preference. A ballot-paper is used for this purpose which is compiled as follows:

Names of candidates	Indicate with a tick which of the candidates you regard as suitable for appointment	Indicate with a tick which one of the candidates suitable for appointment is your candidate of choice

10. That, in accordance with its rules, the Institutional Forum votes on the candidates' suitability for appointment and then gives an indication of its preference, with the aim of submitting no fewer than 3 names (at least 1 from the designated groups) to Council. This is accomplished by means of a dual process by which, on the same occasion, an indication is given simultaneously of suitability for appointment and of preference. (See paragraph 9 for an example of the ballot-paper used for this purpose.)
11. That the advice of the Institutional Forum and that of Senate, together with the submission made by the Selection Committee to Senate and the IF, and including the names in alphabetical order of the suitable candidates that were presented to Senate and the IF respectively, are submitted to Council for a final decision.
12. That Council finally appoints a rector or vice-rector by an absolute majority of votes of the members of Council present who are entitled to vote, provided that, should no candidate be appointed by absolute majority on the first ballot, Council will vote a second time on the candidates with the highest and next-highest number of votes. Council may, if it wishes, conduct interviews with the candidates.
13. That, in the case of a possible re-appointment of a rector or vice-rector, unless Council decides otherwise beforehand, a shortened procedure may be followed at most once, namely:
 - 13.1 That, in the shortened procedure, the name of the incumbent, together with a full curriculum vitae and a report on results achieved, is first submitted to Senate and the Institutional Forum and then to Council for voting; and
 - 13.2. That, if the candidate, with due allowance for the voting in Senate and the IF, obtains an absolute majority in Council of those present who are entitled to vote, he/she is appointed for a further term, with a duration as decided by Council.
14. Where applicable, the normal procedures of the AC(S) are followed for conferring an academic rank on the person appointed.