Process flow: Appointment of a COO

COUNCIL
Process management by Registrar’s Office (as the secretariat of Council) in collaboration with Human Resources (HR)

Appointment process initiated by Council twelve (12) months before the expiry of the term of the COO.

Council approves the establishment of a Senior Appointments Committee (SAC)

Registrar’s Office, in collaboration with HR, is the convenor of the SAC.

SENIOR APPOINTMENTS COMMITTEE
(SAC)

The SAC drafts and finalises an advertisement and specifies the qualifications and other criteria.

SAC draws up a provisional shortlist and conducts interviews.

SAC arrives at a final shortlist of no fewer than 3 candidates.

HUMAN RESOURCES
(HR)

HR assists the SAC in compiling an advertisement.

HR advertises the post in the media and conducts strategic recruitment.

HR to ensure that the SAC is presented with a suitable pool of candidates.
SENATE
SAC submits final shortlist with comments and motivation, and accompanied by the candidates’ vision statements and their curricula vitae, to Senate.

INSTITUTIONAL FORUM (IF)
SAC submits final shortlist with comments and motivation, and accompanied by the candidates’ vision statements and their curricula vitae, to the IF.

SENATE AND IF MEETING
Chairperson of Council acts as chair
Council Members and the members of the SAC are also invited – in observer capacity

Candidates on the final shortlist present their vision.
Senate and IF to vote on preference only.

Council may, if it wishes, conduct interviews with the candidates.

SAC submits to Council:
1. The SAC recommendation report
2. Names of the suitable candidates in alphabetical order
3. The curricula vitae of the suitable candidates
4. The vision statement of the suitable candidates
5. The indication of preference from Senate
6. The indication of preference from IF

Council makes a final decision on the appointment of a COO by a majority of members of Council present and voting.