Appointments process initiated by the Rector at the Rectorate, at least nine (9) months before the expiry of the term of the incumbent of the post.

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

HR is the secretariat and convenor of the SAC.

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

SAC draws up a provisional shortlist. SAC may repeat the recruitment process or a part thereof if there are not adequate eligible candidates.

SAC arrives at a final shortlist and conducts interviews; candidates present their vision to SAC.

Human Resources (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.
The SAC votes on each candidate on the shortlist to determine suitability; SAC is given the opportunity to indicate their preference with regard to candidates who are recommended.

The SAC makes the final decision for its preferred candidate for the position with a majority of the members of the SAC present and voting.

SAC reports the decision to Council via the Human Resources Committee of Council.