

Rules on the Appointment of Adjunct Lecturers

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Aim	Establishing procedures for the appointment of adjunct lecturers
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Institutional functionary (curator) responsible for these rules	Chief Director: Human Resources
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Approved by	Rectorate
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The core of the rules

Establishing procedures and guidelines for the appointment of adjunct lecturers.

1. Introduction

Faculties have a need to involve experienced senior persons from practice in the Learning & Teaching and Research activities in various ways. Firstly, because it is often difficult to find suitable candidates for appointment. Secondly, these adjunct lecturers can make special contributions based on their significant experience in practice. These individuals will not necessarily possess the typical academic profile and is therefore also in a clearly distinctive category from lecturers, unlike persons who are involved at faculties on a temporary basis as extraordinary professors or visiting lecturers. For this category of appointment, it is therefore mainly about having proven scarce and extraordinary skills arising from their professional practice status and affiliations.

The viability of strengthening the academic personnel of the University in this way, while simultaneously supporting the relevance of the expertise in a cost-effective manner, offers significant possibilities to faculties. However, mainly using this category of lecturers to handle the undergraduate lecturing load should be guarded against. The appointment of these personnel must therefore be approached with great care.

2. Application of the rules

These rules apply by default when any adjunct lecturer is appointed, regardless of the level.

3. Aim of the rules

The aim of these rules is to stipulate uniform procedures for the appointment of adjunct lecturers.

4. Objectives of the rules

To establish clear guidelines for the above appointments.

5. Principles of the rules

To ensure that labour legislation is adhered to.

6. Provisions of the rules

As set out in this document.

7. Conflict resolution

Via the Human Resources Division (HR).

8. Control over the rules

8.1 Functions

The owner of these rules is the Vice-Rector: Social Impact, Transformation and Personnel, who must ensure that the rules are drafted, updated and implemented and that a curator and related structures and functionaries are appointed and that they function effectively.

8.2 Implementation

The curator of these rules is the Chief Director: Human Resources, who must ensure that the rules are drafted, approved, reviewed, communicated and made available. The curator is also responsible for the interpretation and implementation of the rules and must convene a task team to review the rules periodically, as required.

8.3 Monitoring and reporting

The owner of these rules is accountable and the curator is responsible for the necessary controls being established to monitor and report on the rules.

8.4 Communication

Takes place via HR's website.

8.5 Reviewing

Ad hoc, as required by changes in legislation or operational circumstances.

8.6 Non-compliance

The normal line management practices will apply.

9. Processes of Appointment

Requests for the appointment of adjunct lecturers follow the prescribed route and processes as are applicable for the appointment of academic personnel.

Up to the level of appointment as adjunct senior lecturers, the route is followed via the Chief Director: Human Resources for completion by the Rector and with communication to the AC(S); for the appointment of adjunct lecturers on the level of associate professor or professor, the prescribed route to the AC(S) must be followed.

10. Criteria of Appointment

Each Faculty has to develop its own criteria for appointment on various levels – for respectively adjunct lecturers, adjunct senior lecturers, adjunct associate professors and adjunct professors. These faculty specific criteria must be approved by the AC(S) for each of the faculties.

The individual adjunct post level conferred to an individual, will be determined by the person's stature and professional level in practice or professional environment, which is usually related to the particular faculty.

11. General

11.1 *Membership of faculty boards and Senate and Convocation:*

Adjunct Lecturers can attend faculty meetings (without membership) for specific matters; are not members of the Senate; and are also not, due to this appointment, members of the Convocation;

11.2 *Access to networks, library and systems:*

General admission as arranged by the specific faculty;

11.3 *Remuneration:*

As determined by the specific faculty. Unlike permanent personnel, does not have benefits;

11.4 *Title:*

The title associated with the appointment is 'Adjunct Professor, Adjunct Associate Professor', etc. The title of professor as a form of address may be used by Adjunct Professors, but not as a title for the position.

12. Supporting documents

Item no.	Name of document	Status <i>(e.g. identified, in process or approved)</i>
AP0045	Rules regarding the appointment and promotion of lecturers at Stellenbosch University	Approved

13. Related documents

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