

Framework for the appointment and reappointment of Senior Professional, Administrative, Support and Service Staff (PASS) on Grade 1 to 4

Reference number of this document	AP0051
HEMIS classification	
Aim	To provide a framework for the appointment and reappointment PASS Staff on Grade 1 to 4
Type of document	Framework
Accessibility	General (external and internal)
Implementation date	1 April 2019
Review date/frequency	As the need for amendments arise
Previous reviews	None - New document
Owner of these regulations	Deputy Vice-Chancellor: Social Impact, Transformation and Personnel
Institutional functionary (curator) responsible for these regulations	Chief Director: Human Resources
Date of approval	25 March 2019 18 September 2023
Approved by	Council
Keywords	points of departure, composition of senior appointments committees, management of process, appointing authority, role of the Senior Appointments Committee (SAC), terms of appointment
<i>The English version of this document is the operative version, and the Afrikaans version is a translation thereof.</i>	

1. INTRODUCTION

The framework is driven by the following considerations:

- Appropriate consultation with and participation of all relevant stakeholders are adhered to;
- Final authority and oversight regarding senior appointments reside with Council;
- Council delegates authority of appointments on Grade 3 to 4 to relevant structures, excluding the appointment of a Registrar;
- Decisions are made by structures that are fully informed about the candidates.

In the framework for senior appointments a Senior Appointments Committee (SAC), plays a pivotal role. The SAC functions on the basis of duly delegated responsibilities, authority and accountability by the Council. The SAC's membership must reflect appropriate levels of diversity in respect of race, gender, and disability.

2. SCOPE OF APPLICATION

All PASS appointments and reappointments at Grade 1 to 3, and appointments at Grade 4, i.e.:

- Rector and Vice-Chancellor (Grade 1)
- Deputy Vice-Chancellors (Grade 2)
- Chief Operating Officer (Grade 2)
- Registrar (Grade 3)
- Deans (Grade 3)
- Chief Directors (Grade 3)
- Senior Directors (Grade 4)

3. POINTS OF DEPARTURE

- 3.1 The English version of this document is the operative version, and the Afrikaans version is a translation thereof.
- 3.2 One committee, **SENIOR APPOINTMENTS COMMITTEE (SAC)**, with specific members.
- 3.3 For the appointment process of the Rector, Deputy Vice-Chancellors, Chief Operating Officer (COO) and the Registrar, the Chairperson of the SAC is the Chairperson of Council (or their delegate). Council is the final appointment authority.
- 3.4 For the appointment process of Deans, Chief Directors and Senior Directors, the Chairperson of the SAC will be the Rector (or their delegate). The SAC is the appointing authority with delegated authority from Council.
- 3.5 For the appointment process of the Rector, Deputy Vice-Chancellors, and Chief Operating Officer (COO), the Registrar's Office (as the secretariat of Council) in collaboration with Human Resources (HR), will be the convenor of the SAC.
- 3.6 For the appointment process of the Registrar, Deans, Chief Directors and Senior Directors, HR (as the secretariat) will be the convenor of the SAC.

- 3.7 Regulations outlining the practical implementation of the respective appointment processes, based on the framework for appointments and reappointments, is available on the Division for Human Resources' website.
- 3.8 University structures that are consulted in the appointment process of a Rector, Deputy Vice-Chancellor, and COO vote only on preference, which serves as advice to the appointing authority.
- 3.9 For the appointment of a Registrar the Council appoints a candidate by an absolute majority vote (50% + 1) on preference.
- 3.10 University structures that are consulted in the appointment process of a Faculty Dean, vote only on preference, which serves as advice to the SAC.
- 3.11 For the appointment of a Chief Director and a Senior Director, the SAC votes on suitability and preference.
- 3.12 The practice of submitting nominations is discontinued.
- 3.13 In order to prepare a provisional shortlist the Chief Director: HR will ensure that the SAC is presented with an adequate pool of suitable candidates.
- 3.14 This document must be read in conjunction with the Regulations governing appointments/reappointments of Senior Professional Administrative Support Services staff (PASS) on Grades 1 to 4.
- 3.15 Council determines the term of office for the Rector and Vice-Chancellor, Deputy Vice-Chancellors, the Chief Operating Officer, the Registrar and Deans.

4. COMPOSITION OF THE SENIOR APPOINTMENTS COMMITTEE (SAC)

Position to be filled	Management of appointment's or re-appointment's process	Members Total = 13	Appointing Authority	Role of the SAC	Terms of appointment
Rector and Vice-Chancellor	<ul style="list-style-type: none"> • The Registrar as the Secretariat of Council in consultation with HR • Secretariat functions – Registrar. 	<ul style="list-style-type: none"> • Chair of Council (or delegate) – Chairperson; • Vice-Chair of Council; • Another member of Council appointed by Council; • An external expert from another HE Institution, which must be at the level of a Rector/Vice-Chancellor, appointed by the Chair of Council; • Two Deans appointed by the Executive Committee of Senate; • One Member of the Audit and Risk Committee of Council appointed by the Audit and Risk Committee of Council; • One Member of Senate (from the academic members) appointed by the Executive Committee of Senate; • Another Senate member appointed by the Executive Committee of Senate; • One member of the IF appointed by the Executive Committee of the IF; • One Student Representative appointed by the SRC; • The Chief Director: HR (non-voting member); • The Deputy Vice-Chancellor: Social Impact, Transformation and Personnel (non-voting member). 	Council	<ul style="list-style-type: none"> • Drafts and finalises advertisement; • Compiles shortlist in consultation with HR; • Conducts interviews and makes a recommendation to Council for final approval. 	<ul style="list-style-type: none"> • Not more than 5 years; • May be reappointed for one more consecutive term without having to apply again, after which the person may apply again. • Where applicable, a fall-back option to the incumbent's academic department, exists.

Position to be filled	Management of appointment's or re-appointment's process	Members Total = 12	Appointing Authority	Role of the SAC	Terms of appointment
Deputy Vice-Chancellors	<ul style="list-style-type: none"> The Registrar as the Secretariat of Council in consultation with HR; Secretariat – Registrar. 	<ul style="list-style-type: none"> Chair of Council (or delegate) – Chairperson; Another member of Council appointed by Council; Rector; One member from the Rectorate, on Grade 2, appointed by the Rectorate; An external expert from another HE Institution, which must be at the level of Vice-Rector, appointed by the Chair of Council; A Dean appointed by the Executive Committee of Senate; One Member of Senate (from the academic members) appointed by the Executive Committee of Senate; Another Senate member appointed by the Executive Committee of Senate; One member of the IF appointed by the Executive Committee of the IF; One Student Representative appointed by the SRC; The Chief Director: HR (non-voting member); The Deputy Vice-Chancellor: Social Impact, Transformation and Personnel (non-voting member).* <p>* Except in the case of the appointment of a Deputy Vice-Chancellor: Social Impact, Transformation and Personnel, then another Deputy Vice-Chancellor appointed by the Rectorate.</p>	Council	<ul style="list-style-type: none"> Drafts and finalises advertisement; Compiles shortlist in consultation with HR; Conducts interviews and makes a recommendation to Council for final approval. 	<ul style="list-style-type: none"> Not more than 5 years; May be reappointed for one more consecutive term without having to apply again, after which the person may apply again. Where applicable, a fall-back option to the incumbent's academic department, exists.

Position to be filled	Management of appointment's or re-appointment's process	Members Total = 13	Appointing Authority	Role of the SAC	Terms of appointment
COO	<ul style="list-style-type: none"> • The Registrar as the Secretariat of Council in consultation with HR; • Secretariat – Registrar. 	<ul style="list-style-type: none"> • Chair of Council (or delegate) – Chairperson; • Another member of Council appointed by Council; • Rector; • One member from the Rectorate, on Grade 2, appointed by the Rectorate; • An external expert from another HE Institution, which must be at the level of a Rector/Vice-Chancellor/Deputy Vice-Chancellor/COO, appointed by the Chair of Council; • A Dean appointed by the Executive Committee of Senate; • One Member of the Audit and Risk Committee of Council appointed by the Audit and Risk Committee of Council; • One Member of Senate (from the academic members) appointed by the Executive Committee of Senate; • Another Senate member appointed by the Executive Committee of Senate; • One member of the IF appointed by the Executive Committee of the IF; • One Student Representative appointed by the SRC; • The Chief Director: HR (non-voting member); • The Deputy Vice-Chancellor: Social Impact, Transformation and Personnel (non-voting member). 	Council	<ul style="list-style-type: none"> • Drafts and finalises advertisement; • Compiles shortlist in consultation with HR; • Conducts interviews and makes a recommendation to Council for final approval. 	<ul style="list-style-type: none"> • Not more than 5 years; • Upon the expiry of that period, or any successive period, may be reappointed for a further period of not more than 5 years; • Where applicable, a fall-back option to the incumbent's academic department, exists.

Position to be filled	Management of appointment's or re-appointment's process	Members Total = 12	Appointing Authority	Role of the SAC	Terms of appointment
Registrar	<ul style="list-style-type: none"> Human Resources as the Secretariat. 	<ul style="list-style-type: none"> Chair of Council (or delegate) – Chairperson; Another member of Council appointed by Council; Rector; One member from the Rectorate, on Grade 2, appointed by the Rectorate; An external expert from another HE Institution, which must be at the level of a Registrar, appointed by the Chair of Council; A Dean appointed by the Executive Committee of Senate; One Member of the Audit and Risk Committee of Council appointed by the Audit and Risk Committee of Council; One Member of Senate (from the academic members) appointed by the Executive Committee of Senate; One member of the IF appointed by the Executive Committee of the IF; One Student Representative appointed by the SRC; The Chief Director: HR (non-voting member); The Deputy Vice-Chancellor: Social Impact, Transformation and Personnel (non-voting member). 	Council	<ul style="list-style-type: none"> Drafts and finalises advertisement; Compiles shortlist in consultation with HR; Conducts interviews and makes a recommendation to Council for final approval. 	<ul style="list-style-type: none"> Not more than 5 years; May be reappointed upon the expiry of that period or any successive period for a further period of not more than 5 years; Where applicable, a fall-back option to the incumbent's academic department, exists.

Position to be filled	Management of appointment's or re-appointment's process	Members Total = 13	Appointing Authority	Role of the SAC	Terms of appointment
Dean	<ul style="list-style-type: none"> • Human Resources as the Secretariat. 	<ul style="list-style-type: none"> • Rector (or delegate) – Chairperson; • One member from the Rectorate, on Grade 2, appointed by the Rectorate; • An external expert from another HE Institution / private sector / public sector which must be at the level of a Dean / senior expert, appointed by the Rector; • One Member of Senate (from the academic members) appointed by the Executive Committee of Senate; • Another Senate member appointed by the Executive Committee of Senate; • Four Faculty Board members, appointed by the Faculty Board of the faculty concerned; • One member of the IF appointed by the Executive Committee of the IF; • The Chief Director: HR (non-voting member); • One Student Representative appointed by the Faculty Student Committee of the faculty concerned; • One support services staff member appointed by the Support Services Staff Members of the faculty Concerned. 	The SAC	<ul style="list-style-type: none"> • Drafts and finalises advertisement in consultation with the Faculty Board; • SAC compiles a preliminary shortlist, conducts interviews and compile final shortlist; • A presentation is done by the final shortlisted candidates at one meeting of the Faculty Board and IF; • Faculty Board and IF advise SAC; • SAC appoints; • The SAC reports the final decision to Senate and Council via the Registrar's Office (Secretariat of Council).. 	<ul style="list-style-type: none"> • Not more than 5 years; • May be reappointed for one more consecutive term without having to apply again after which the person may apply again; • A fall-back option to an academic department is applicable for internal and external candidates.

Position to be filled	Management of appointment's or re-appointment's process	Members Total = 8	Appointing Authority	Role of the SAC	Terms of appointment
Chief Director	<ul style="list-style-type: none"> • Human Resources as the Secretariat. 	<ul style="list-style-type: none"> • Rector (or delegate) – Chairperson; • One Deputy Vice-Chancellor appointed by the Rectorate; • COO; • A Dean appointed by the Executive Committee of Senate; • An external senior expert from another HE Institution / private sector / public sector appointed by the Rector; • One Member of Senate (from the academic members) appointed by the Executive Committee of Senate; • One member of the IF appointed by the Executive Committee of the IF; • The Chief Director: HR (non-voting member).* <p>* Except in the case of the appointment of a Chief Director: Human Resources, then another Chief Director</p>	The SAC	<ul style="list-style-type: none"> • Drafts and finalises advertisement; • Compiles shortlist; • Conducts interviews and appoints; • The SAC reports its decision to Council via the Registrar's Office (Secretariat of Council). 	5 years, and possible re-appointment for subsequent terms.

Position to be filled	Management of appointment's process	Members Total = 7 / 8	Appointing Authority	Role of the SAC	Terms of appointment
Senior Director	<ul style="list-style-type: none"> Human Resources as the Secretariat. 	<ul style="list-style-type: none"> A member of the Rectorate, on Grade 1 or 2, appointed by the Rectorate – Chairperson; An external senior expert from another HE Institution / private sector /public sector appointed by the Rector; A Dean appointed by the Executive Committee of Senate; One Member of Senate appointed by the Executive Committee of Senate; One member of the IF appointed by the Executive Committee of the IF; The Chief Director: HR (non-voting member); One Student Representative appointed by the SRC in the case of the appointment of a Senior Director: Student Affairs; Option to co-opt e.g., students in case of other relevant Senior Director positions. 	The SAC	<ul style="list-style-type: none"> Drafts and finalises advertisement; Compiles shortlist; Conducts interviews and appoints; The SAC reports its decision to Council via the Registrar's Office (Secretariat of Council). 	Not applicable.

5. CONSULTING STRUCTURES AND AUTHORITY FOR SPECIFIC APPOINTMENTS

Level	Consulting Structure(s)			Presentation at Senate	Presentation at IF	Presentation at Faculty Board	Authority for appointment	SAC Chaired by ¹	Communications Report
	Senate	IF	Faculty Board						
Rector and Vice-Chancellor	X	X		Yes	Yes		Council	Chair of Council	Council Senate
Deputy Vice-Chancellors	X	X		Yes	Yes		Council	Chair of Council	Council Senate
COO	X	X		Yes	Yes		Council	Chair of Council	Council Senate
Registrar							Council	Chair of Council	Council Senate
Deans		X	X Delegation from Senate	No	Yes – one meeting of <i>Faculty Board and IF</i> . Vote on preference.		SAC	Rector	Council Senate
Chief Directors							SAC	Rector	Council Senate
Senior Directors							SAC	A member of the Rectorate, on Grade 1 or 2	Council Senate

Notes:

- SAC is the responsible body for recruitment and selection of candidates for appointment on all levels.
- Where SAC is the appointment authority – SAC reports to Council.
- All new senior appointments will be communicated to Senate and Council via internal communication channels.

¹ Or his /her delegate

6. CONSULTING STRUCTURES AND AUTHORITY FOR SPECIFIC REAPPOINTMENTS

Level	Consulting Structure(s)			Presentation at Senate	Presentation at IF	Authority for reappointment	Communications Report
	Senate	IF	Faculty Board				
Rector and Vice-Chancellor	X	X		No	No	Council	Council Senate
Deputy Vice-Chancellors	X	X		No	No	Council	Council Senate
COO	X	X		No	No	Council	Council Senate
Registrar				No	No	Council	Council Senate
Deans			X	No	No	Rector in consultation with the Rectorate	Council Senate
Chief Directors						Rector as Chairperson of the SAC	Council Senate