Policy on Limited Appointments for Academic Staff

Reference number of this document	AP0028
HEMIS classification	
Aim	Drafting an ad hoc employment contract for limited academic appointments
Type of document	Policy
Accessibility	General (external and internal)
Implementation date	
Review date/frequency	As the need for amendments arises
Previous reviews	January 2011
Owner of this policy	Rector and Vice-Chancellor
Institutional functionary (curator) responsible for this policy	Chief Director: Strategic Initiatives and Human Resources
Date of approval	
Approved by	SU Council
Keywords	limited appointment, ad hoc employment contract

> **The core of the policy**
>
> Aspects to be included in ad hoc employment contracts for limited appointments of academic staff

1. Introduction

Stellenbosch University (SU) endorses the principle of limited appointments for academic staff, as opposed to existing posts at the University; provided that every such appointment be governed by a specific ad hoc employment contract with the individual concerned.

2. Application of the policy

This policy applies by default to limited appointments of all academic staff.

3. Aim of the policy

Set out stipulations for ad hoc employment contracts with academic staff who receive limited appointments.

4. Objectives of the policy

Provide full employment contracts for limited appointments of academic staff.

5. Policy principles

Comply with labour legislation.

6. Policy provisions

Guidelines for limited academic appointments.

7. Conflict resolution

Via the Human Resources Division (HR).

8. Policy control

8.1 Functions

The owner of this policy is the Rector and Vice-Chancellor, who must ensure that the policy is 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 this policy is the Chief Director: Strategic Initiatives and Human Resources, who must ensure that the policy is drafted, approved, reviewed, communicated and made available. The curator also is responsible for the interpretation and implementation of the policy and must convene a task team to review the policy periodically, as the need arises.

8.3 Monitoring and reporting

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

8.4 Communication

Via the Human Resources Division (HR).

8.5 Reviewing

Ad hoc as required by changes in legislation and operational circumstances.

8.6 Noncompliance

The normal line management practices will apply.

9. The principle of limited appointments

Stellenbosch University (SU) endorses the principle of limited appointments for academic staff, as opposed to existing posts at the University; provided that every such appointment be governed by a specific ad hoc employment contract, keeping in mind the following aspects:

9.1 duties regarding teaching, administrative or management tasks and research;

9.2 post level (and matters that arise from it, e.g. membership of Senate in the case of appointments at professorial level);

9.3 term of appointment;

9.4 intellectual property rights;

9.5 access to SU research funds, its human and financial resources and its infrastructure;

9.6 remuneration package, including:

    9.6.1 retirement fund,

    9.6.2 medical fund and

    9.6.3 participation in vehicle schemes;

9.7 exemption from tuition fees at SU;

9.8 leave; and

9.9 relocation or travelling expenses.

10. Supporting documents

Item No.	Name of Document	Status *(e.g. identified, in process or approved)*
AP0045	Guidelines for the Appointment and Promotion of Lecturers at Stellenbosch University	Approved

11. Related documents

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AP0045	Guidelines for the Appointment and Promotion of Lecturers at Stellenbosch University	Approved