



# Rules for the Appointment of Departmental Chairs

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HEMIS classification	
Aim	To establish guidelines for the appointment of departmental chairs
Type of document	Rules
Accessibility	General (external and internal)
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Owner of these rules	Rector and Vice-Chancellor
Institutional functionary (curator) responsible for these rules	Chief Director: Strategic Initiatives and Human Resources
Date of approval	
Approved by	SU Council
Keywords	departmental chair, management skills

## **The core of the rules**

To establish rules for the appointment of departmental chairs in academic departments

### **1. Introduction**

The appointment of a departmental chair is an important matter, because the incumbent fulfils a pivotal role in the academic and administrative management and development of a department.

### **2. Application of the rules**

These rules apply by default to the appointment of a departmental chair in academic departments.

### **3. Aim of the rules**

To establish procedures for the appointment of departmental chairs in academic departments

### **4. Objectives of the rules**

To ensure that the appointment of departmental chairs in academic departments is handled uniformly

### **5. Principles of the rules**

Establish uniform practices.

### **6. Provisions of the rules**

As set out in paragraph 10 ('Provisions').

### **7. Conflict resolution**

Appointments Committee (Senate) – AC(S)

### **8. Control over the rules**

#### **8.1 Functions**

The Rector and Vice-Chancellor is the owner of these rules and must ensure that they 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 Chief Director: Strategic Initiatives and Human Resources is the curator of these rules and must ensure that they 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 them periodically, as circumstances require.

## 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 compliance with the rules and report on it.

## 8.4 Communication

Via the Human Resources Division (HR) home page

## 8.5 Reviewing

These rules will be reviewed ad hoc for amendment as necessitated by operational circumstances.

## 8.6 Noncompliance

The normal line management practices will apply.

# 9. Points of departure

9.1 The appointment of a departmental chair is an important matter, because the incumbent fulfils a pivotal role in the academic and administrative management and development of a department.

9.2 The departmental chair must inspire and orient the lecturers in a department regarding their lecturing and research tasks, and must possess certain management skills, too.

# 10. Provisions

10.1 The person who have to take the main managerial responsibility for a department usually is called the departmental chair.

10.2 When a departmental chair is to be appointed, the factors to take into consideration are the academic as well as the management skills required to coordinate and promote departmental activities optimally.

10.3 Departmental chairs for the next term must be appointed well in advance, for at least two – preferably three – years, and may be appointed for (an)other term(s) upon expiry of the first term.

10.4 Normally the chair will be a person who is eligible as professor or associate professor in the department concerned.

10.5 Only full-time permanent academics may be appointed as departmental chairs.

- 10.6 The AC(S) appoints a departmental chair upon recommendation by the electoral college.
- 10.7 Nomination of candidates:
- 10.7.1 The dean must appoint the electoral college from the ranks of all full-time permanent C1 staff members in the department.
- 10.7.2 The electoral college must include at least one member – depending on the size of the department concerned – from the ranks of the full-time permanent C2 staff as well as at least one member from the ranks of the full-time permanent C3 staff of the department, to be appointed by these two groups themselves.
- 10.7.3 All members of the electoral college have the right to nominate candidates.
- 10.7.4 Every nominee must accepted their nomination in writing before the nominations are submitted before the dean.
- 10.7.5 The dean must chair the meeting, and voting must take place by way of closed ballot.
- 10.8 After the nomination procedure has been duly concluded, the dean must submit the electoral college’s recommendation before the AC(S) for completion and inclusion in a communication report.
- 10.9 The AC(S) must consider applications for deviation from 10.1–8 on the strength of motivated representations.

## 11. Supporting documents

Item no.	Name of document	Status <i>(e.g. identified, in process or approved)</i>
AP0040	Rules for the Appointment of Acting Departmental Chairs	Approved

## 12. Related documents

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AP0040	Rules for the Appointment of Acting Departmental Chairs	Approved