



# Rules of Procedure for Chancellor's Awards

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Aim	To establish guidelines regarding Chancellor's Awards
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Owner of these rules	Deputy Vice Chancellor (DVC): Social Impact, Transformation and Personnel
Institutional functionary (curator) responsible for these rules	The Chief Director: Human Resources
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Approved by	The Rectorate
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## **1. Introduction**

Institutions that have an ethos of excellence share the distinguishing characteristic that they offer various levels and forms of recognition for excellent performance. Stellenbosch University (SU) does this, among other things, by means of Chancellor's Awards, which focus on sustained excellence in research, in innovation, in learning and teaching, in social impact or in professional services (or more than one of these areas).

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

These rules of procedure apply to all existing staff, including those who have been permitted to work beyond age 65.

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

Set out the points of departure, rules and procedures for handling Chancellor's Awards at SU.

## **4. Objectives of these rules of procedure**

Ensure that principles are applied consistently when applications for Chancellor's Awards are considered.

## **5. Conflict resolution**

Any conflict that may arise must be resolved within the regular line management function, or its Grievances Procedure.

## **6. Control over the rules of procedure**

### **6.1 Responsibilities**

6.1.1 The owner of these rules is the DVC: Social Impact, Transformation and Personnel, in his or her capacity as line manager of the Chief Director: Human Resources. The owner must ensure that the rules are drafted, updated and implemented, that a curator and related structures and functionaries are appointed, and that these functions are effective.

6.1.2 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 responsible for the interpretation and implementation of the rules of procedure.

## 6.2 Implementation

The curator is responsible for the rules of procedure being implemented as from the effective date or the review date.

## 6.3 Monitoring

6.3.1 The owner of the rules is accountable, and the curator is responsible for the necessary controls being established to monitor compliance with the rules.

6.3.2 In case of non-compliance with the rules the regular line management practices will apply.

## 6.4 Reviewing

The rules of procedure will be reviewed as the need for amendments arises.

## 6.5 Noncompliance

In case of non-compliance with the rules of procedure the regular line management practices will apply, either in accordance with SU's Disciplinary Procedure or its Grievance Procedure.

# 7. Supporting documents

<b>Item no.</b>	<b>Name of Document</b>	<b>Status</b> <i>(e.g. identified, in process or approved)</i>
	Performance Management Policy and Strategy	Approved

# 8. Related documents

<b>Item no.</b>	<b>Name of Document</b>	<b>Status</b> <i>(e.g. identified, in process or approved)</i>
	None	

## **A. PROCEDURE**

1. Every year the Rector invites all deans and all heads of responsibility centers (RCs) to submit motivations in order of priority, for recipients of the Chancellor's Awards, to the Chief Director: Human Resources.
2. Nominations must be supported by an appropriate motivation that sets out the nominee's achievements, as well as a portfolio that gives a clear indication of the nominee's contributions and outputs.
3. It must be clear in which category a particular staff member is nominated.
4. This is a prestigious award that aims to give recognition to staff whose careers attest to sustained excellence. Therefore, only persons who are excellent performers or have delivered excellent performance in the past should be nominated.
5. The award is limited to 15 top achievers in one or more of the following areas: research, innovation, learning and teaching, social impact or professional services.
6. A person may receive the Chancellor's Award only once.
7. A Selection Committee, consisting of all deans (in the case of nominations from academic departments) and RC heads (in the case of nominations from support service environments), considers and evaluates the nominations and makes a recommendation to the Rectorate.
8. Deans can also nominate PASS staff who work in their faculties.
9. There is no prescribed ratio between Academic and PASS staff.
10. The Selection Committee must consider and evaluate the motivations with reference to the following criteria, among other things:
  - 10.1 the nominees' performance evaluation results;
  - 10.2 evidence of sustained performance for a period of 3 to 5 years of superior quality by the nominees in the areas of research, innovation, learning and teaching, social impact, or professional services (or more than one of these areas).
11. The Rectorate (with the Rector as chair) acts as the review committee to consider the Selection Committee's recommendations and makes a final decision about the final list of recipients.
12. The deans (in the case of nominations from academic departments) and RC heads (in the case of nominations from support service environments) are responsible for writing commendations about the recipients, which will be read at the relevant graduation ceremonies.

13. Stipulations regarding commendations:
  - 13.1 at most half an A4 page
  - 13.2 preferably divided 50-50 between Afrikaans and English
  - 13.3 in Arial 12 font with line spacing set to 1, 5
14. The deans (in the case of nominations from academic departments) and RC heads (in the case of nominations from support service environments) must introduce recipients of the award at the relevant graduation ceremonies and read out the commendations.
15. A Chancellor's Award consists of a certificate as well as financial recognition.
16. Where a situation arises which these rules of procedure do not provide for, the Rectorate will consider the matter on merit and make the appropriate decision. The rules of procedure should be reviewed and amended thereafter, where appropriate.