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## **RULES OF PROCEDURE REGARDING EXTRAORDINARY APPOINTMENTS/APPOINTMENT OF HONORARY PROFESSORS AND APPOINTMENT OF RESEARCH FELLOWS**

### **1. APPOINTMENT OF EXTRAORDINARY PROFESSORS/ASSOCIATE PROFESSORES/SENIOR LECTURERES/LECTURERS**

#### **PURPOSE**

The University may appoint people with proven specialised expertise or with a high status as professionals and subject experts who provide service to the University on a continuous basis or during previously agreed upon terms and who are not appointed on the service conditions and payroll of the University, or formally appointed as shared staff on the staff establishment of a partner employer, in their personal capacity as professors extraordinary, associate professors extraordinary, senior lecturers extraordinary or lecturers extraordinary to acknowledge them and to involve them in the academic programmes of departments/faculties. Retired staff members of SU are normally not appointed in extraordinary capacity after retirement.

#### **TERM OF APPOINTMENT**

Appointments are made for a minimum term of one year and a maximum term of three years.

#### **APPOINTMENT PROCEDURE**

All such appointments are dealt with via subcommittees on the basis of motivated submissions as recommended by the Deans concerned, in terms of the same criteria that apply to the appointment of professors, associate professors, senior lecturers and

lecturers respectively, according to the University's conditions of service and with due consideration of the academic inputs that need to be made.

The Rector, in terms of the power of disposal granted by the Appointments Committee (Senate), considers all recommendations concerning appointments and reappointments.

For the reappointment of a person as a professor extraordinary, an associate professor extraordinary, a senior lecturer extraordinary or lecturer extraordinary, motivated submissions by Departmental Chairs/Heads, as recommended by the Dean concerned, are submitted direct to the Rector and not via a subcommittee.

### **TITLE**

The title of Professor Extraordinary, Associate Professor Extraordinary, Senior Lecturer Extraordinary or Lecturer Extraordinary falls away at the end of the term of appointment.

### **FACULTY BOARD MEMBERSHIP**

A Professor Extraordinary, an associate professor extraordinary, a senior lecturer extraordinary or lecturer extraordinary may be appointed as a member of the faculty board concerned by the faculty board, with or without the right to vote, if so decided by the faculty board concerned.

### **SENATE MEMBERSHIP**

A Professor extraordinary or associate professor extraordinary does not have a seat on the Senate of the University.

### **REMUNERATION AND BENEFITS**

Extraordinary appointments normally receive no remuneration, but the faculty concerned is at liberty to consider an honorarium to the candidate.

If Professors extraordinary or associate professors extraordinary are appointed as promoters, supervisors or examiners for doctoral or master's studies, they receive the normal remuneration that is payable to people from outside the University in any of these cases.

## **INAUGURAL LECTURE**

A Professor extraordinary is usually not expected to present an inaugural lecture.

## **2. APPOINTMENT OF HONORARY PROFESSORS**

### **PURPOSE**

The University may appoint truly senior people who are acknowledged authorities and who can make an academic contribution on the basis of their proven academic status or expertise in a specific professional field and to a particular area of study as honorary professors to honour them and associate them with the University.

### **TASK**

An honorary professor does not normally deal with a part of the academic programme, but makes an academic contribution as agreed upon with the Departmental Chair or Dean.

### **TERM OF APPOINTMENT**

Appointments are made in a personal capacity on a part-time basis for a specific term.

### **APPOINTMENT PROCEDURE**

All such appointments are dealt with via subcommittees on the basis of motivated submissions, as recommended by the Deans concerned, and taking into account the particular expertise and academic stature of the people recommended for these posts.

The Rector, in terms of the power of disposal granted by the Appointments Committee (Senate) (AC(S)), considers all recommendations concerning appointments and reappointments.

For the reappointment of a person as an honorary professor, motivated submissions by Departmental Chairs/Heads, as recommended by the Dean concerned, are submitted direct to the Rector and not via a subcommittee.

**INAUGURAL LECTURE**

An honorary professor is usually not expected to present an inaugural lecture.

**TITLE**

The title of Honorary Professor falls away at the end of the term of appointment.

**FACULTY BOARD/SENATE MEMBERSHIP**

An honorary professor is not a member of the faculty board and does not have a seat on the Senate of the University.

**REMUNERATION AND BENEFITS**

Although an honorary professor normally receives no remuneration, the faculty concerned is at liberty to consider an honorarium to the candidate.

**3. APPOINTMENT OF RESEARCH FELLOWS****3.1 Strategic premise regarding research fellows**

Research fellows at SU are regarded as a strategic asset to strengthen and extend the position of an organisational unit<sup>1</sup> in a certain field of research. A research fellow is someone with academic esteem who, upon appointment as research fellow, enters into a formal affiliation with the relevant organisational unit (OU) and SU, and who has access to selected University facilities. This is not intended for people who visit SU once only or for a short period, but rather where a true and longer term research partnership needs to be forged. Introducing departmental research fellowships serves the vision, mission and/or objectives of each OU. The OU should therefore regard the introduction of a research fellowship as a strategic instrument to realise its vision, mission and/or objectives.

**3.2 Nomination and appointment of research fellows**

Research fellows are people with proven specialised subject expertise who may join an OU on invitation of the OU concern.

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<sup>1</sup> Organisational unit refers to an academic department or a support services division

- 3.2.1 Properly motivated nominations must be evaluated by a representative meeting of the OU.
- 3.2.2 If the above representative body approves the nomination, with the recommendation of the Dean, the Vice-Rector (Research) will consider the recommendation, following which the OU may invite the nominee to join the OU as research fellow and provide comprehensive documentation on the research fellow to the Division for Research Development, for record keeping.
- 3.2.3 Once a particular nomination has been approved by the Vice-Rector (Research), he or she will request the Human Resources Division to confirm the research fellow's affiliation with SU through an official letter of appointment.
- 3.2.4 Such appointments will also be communicated to the AC(S).
- 3.2.5 The appointment takes place in a personal capacity on a part-time basis for a minimum term of one year and a maximum term of three years, provided that the total physical involvement of the research fellow with the OU during this term will not be less than two months.
- 3.2.6 Both the research fellow and the OU has the right to terminate the fellowship if reasonable justification can be found.
- 3.2.7 Continuation of the appointment at the end of the term of appointment must be considered by the Vice-Rector (Research) and must be communicated to the AC(S).

#### **4. THE AIM WITH A RESEARCH FELLOW**

The OU will invite such nominated and approved people to join the OU in the capacity of research fellow with the aim to:

- 4.1 Stimulate and increase the quality and quantity of basic and applied (practice driven) research outputs of the OU (in the form of publications in accredited subject

journals, national and international conference proceedings, magister theses and doctoral dissertations).

- 4.2 Establish and expand the research culture and networks in the OU.
- 4.3 Provide interested people from the community, who have the required experience and training, the opportunity to contribute to a specific subject field by way of research.
- 4.4 To expand the OU's capacity of tuition.

## 5. **DESCRIPTION OF THE WORKING DOMAIN OF A RESEARCH FELLOW**

The working domain of a research fellow can be defined as follows:

- 5.1 Quality research within certain subject fields.
- 5.2 In terms of (a) the research fellow can act in his or her own capacity or as co-researcher and/or co-author with other staff or research fellows.
- 5.3 When requested and agreed upon, the research fellow can act as study leader or co-study leader for postgraduate students.
- 5.4 The research fellow can act as a sounding board, especially in terms of practice-related aspects and for postgraduate students.
- 5.5 The research fellow will, in consultation with the Departmental Chair/OU Head, determine his or her own output goals and extent of involvement in accordance with the minimum requirements provided in paragraph 6.2.

## 6. **GENERAL PROVISIONS IN TERMS OF A RESEARCH FELLOWSHIP**

The following provisions and guidelines will regulate the relationship between the OU and the research fellow:

- 6.1 The relevant OU must undertake the following:

- 6.1.1 To supply the relevant research fellow, depending on the term and as negotiated with the host involved, with the required infrastructure in support of performing his or her functions as agreed upon.
- 6.1.2 To appoint an appropriate staff member as host for each research fellow. The choice of host will depend on the relevant research fellow's field(s) of interest. The role of host will include:
- a) Provide support and advice regarding research practices and requirements of the OU.
  - b) Render assistance with the coordination of the research fellow's research within the OU.
  - c) Render assistance with administrative issues.
  - d) Provide support in adjusting to the staff and culture of the OU.
  - e) Arrange attendance of appropriate academic discussions.
- 6.1.3 Research fellows normally do not receive payment or additional benefits, but if desired, an honorarium can be considered as agreed with the host and OU Head.
- 6.1.4 If research fellows are appointed as promoters, study leaders or examiners for doctoral or master's studies, they will receive the normal remuneration payable to persons outside the University involved in any of the above cases.
- 6.2 The **research fellow** undertakes the following:
- 6.2.1 To maintain such a presence in the OU that:
- a) A defined research activity – with outputs that will be published under the name of the University – is created.
  - b) Reasonable contact opportunities exist for postgraduate students who wish to use the research fellow as sounding board/resource.
  - c) Postgraduate students have reasonable discussion opportunities with the research fellow acting as their study leader/co-study leader.
  - d) There are adequate opportunities for interaction with staff of the OU.

- 6.2.2 To ensure that his or her research is coordinated with the other research activities taking place within the OU. The appointed host will assist in achieving this.
- 6.2.3 To arrange sponsorships and/or apply at research funding institutions (the host may be approached to assist with the latter) if research funds are required for the proposed research project. Contractual provisions linked to research funds must make provision for the termination of the fellowship in a manner that is acceptable to the OU.
- 6.2.4 To publish the results of his or her research in accredited journals and present such results at subject conferences.
- 6.3 The research fellow has complete freedom in terms of research initiatives and processes within the framework of the above guidelines, provided that these meet the research standards of the OU and the provisions stipulated in SU's yearbook. The host must be consulted for this purpose when required.
- 6.4 The Departmental Chair/OU Head has the right to refer publication/external presentation of results back to the research fellow.

## **7. PUBLICATIONS OF RESEARCH FELLOWS AFFILIATED WITH SU**

One of the requirements for a research fellow is to contribute to the research outputs of his or her affiliated OU. The following rules apply if the OU wishes to report and submit these publications for the purpose of applying for a subsidy from the Department of Higher Education and Training:

- 7.1 The affiliation of the research fellow with SU **MUST** be indicated in the publication, even if this is in the form of a secondary address or footnote.
- 7.2 The affiliation of the research fellow with SU must be confirmed by an official appointment letter from the Human Resources Division.



- 7.3 Research fellows cannot automatically claim SSS (Special Support Scheme) funds and the relevant Departmental Chair/OU Head must make separate arrangements in each instance.
- 7.4 If research fellows do have access to SSS funds, these funds must still be appropriated in accordance with the normal rules and regulations that apply to such funds.
8. **APPOINTMENT AS A RESEARCH FELLOW AT SU ENTAILS THE FOLLOWING**
- 8.1 The research fellow should have access to an SU number and card as a temporary outside user for the duration of the fellowship. This involves, among others, being able to load the card for photocopying purposes, as well as access to the library.
- 8.2 The research fellow can take out library books on the same conditions as doctoral students.
- 8.3 With the permission of and following negotiations with the Departmental Chair/OU Head, the research fellow can get access to a publication subsidy earned from articles he or she published in accredited journals under the University's address. Further research can be conducted with these funds. However, research fellows do not automatically qualify for these funds. The academic department/OU could also provide specific support for research on commencement of the fellowship.
- 8.4 The research fellow, in collaboration with the subject field, may qualify to apply for outside funding with a view to do research at institutions that do not require the applicant to be employed by SU.

### SUMMARY OF VARIOUS TYPES OF APPOINTMENTS

| GOAL        | EXTRAORDINARY APPOINTMENTS  | HONORARY PROFESSORS   | RESEARCH FELLOWS  |
|-------------|---|---|---|
|             | <p>To appoint people with proven specialised expertise/high status as professionals and subject experts, who are not appointed on the service conditions and payroll of the University, or who are not appointed formally as joint staff on the staff establishment of a partner employer, in their personal capacity to acknowledge them and involve them in the academic programmes of departments/faculties.</p> | <p>To appoint truly senior people who are acknowledged authorities and who can make an academic contribution on the basis of their proven academic status or expertise in a specific professional field as Honorary Professors to honour them and associate them with the University.</p> | <p>a) To stimulate and increase the quality and quantity of basic and applied (practice-related) research outputs</p> <p>b) To assist in establishing and expanding a research culture and networks in the OU</p> <p>c) To contribute to a specific subject field by way of research</p> <p>d) To expand the OU's capacity of tuition</p> |
| <b>TERM</b> | <p>A minimum term of one year and a maximum term of three years, with possible reappointment for further terms.</p>   | <p>A minimum term of one year and a maximum term of three years, with possible reappointment for further terms.</p>   | <p>A minimum term of one year and a maximum term of three years, with possible reappointment for further terms.</p>   |

| GOAL                                | EXTRAORDINARY APPOINTMENTS  | HONORARY PROFESSORS   | RESEARCH FELLOWS  |
|-------------------------------------|---|---|---|
| <p><b>APPOINTMENT PROCEDURE</b></p> | <p>All such appointments are dealt with via subcommittees on the basis of motivated submissions as recommended by the Deans concerned, in terms of the same criteria that apply to the appointment of professors, associate professors, senior lecturers and lecturers respectively, according to the University's conditions of service and with due consideration of the academic inputs that need to be made.</p> <p>The Rector, in terms of the power of disposal granted by the Appointments Committee (Senate), considers all recommendations concerning appointments and reappointments.</p> | <p>All such appointments are dealt with via subcommittees on the basis of motivated submissions as recommended by the Deans concerned, and taking into account the particular expertise and academic stature of the people recommended for these posts.</p> <p>The Rector, in terms of the power of disposal granted by the Appointments Committee (Senate) or AC(S), considers all recommendations concerning appointments and reappointments.</p> | <p>Properly motivated nominations must be evaluated by a representative meeting of the OU.</p> <p>The Vice-Rector (Research) considers the recommendation concerning the appointment and reappointment on the recommendation of the Dean.</p> |

| GOAL                              | EXTRAORDINARY APPOINTMENTS   | HONORARY PROFESSORS  | RESEARCH FELLOWS   |
|-----------------------------------|--|--|--|
| <b>FACULTY COUNCIL MEMBERSHIP</b> | May be appointed by the faculty board as a member of the faculty board concerned, with or without the right to vote, if so decided by the faculty board concerned.   | No   | No   |
| <b>SENATE MEMBERSHIP</b>          | No   | No   | No   |
| <b>REMUNERATION AND BENEFITS</b>  | <p>Normally no payment, but the relevant faculty is free to consider an honorarium to the candidate.</p> <p>If professors extraordinary or associate professors extraordinary are appointed as promoters, supervisors or examiners for doctoral or master's studies, they receive the normal remuneration that is payable to people from outside the University in any of these cases.</p> | <p>Normally no payment, but the relevant faculty is free to consider an honorarium to the candidate.</p> | <p>Normally no payment, but the relevant OU is free to consider an honorarium as negotiated by the relevant host and Departmental Chair/OU Head.</p> <p>If research fellows are appointed as promoters, supervisors or examiners for doctoral or master's studies, they receive the normal remuneration that is payable to people from outside the University in any of these cases.</p> |