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# Rules on the Appointment of Vice-Deans, Secundus Deans and Acting Deans

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HEMIS classification	
Aim	Establishing procedures for the appointment of vice-deans, secundus deans and acting deans
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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	vice-deans, secundus deans, acting deans

## **The core of the rules**

Establishing procedures for the appointment of vice-deans, secundus deans and acting deans.

### **1. Introduction**

Specific appointment processes are followed for the appointment of vice-deans, secundus deans and acting deans.

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

These rules apply by default when any vice-dean, secundus dean or acting dean is appointed.

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

The aim of these rules is to stipulate uniform procedures for the appointment of vice-deans, secundus deans and acting deans.

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

To establish clear guidelines for the above appointments.

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

Ensure that labour legislation is adhered to.

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

As set out in this document.

### **7. Conflict resolution**

Via the Human Resources Division (HR).

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

#### **8.1 Functions**

The owner of these rules is the Rector and Vice-Chancellor, who must ensure that the rules 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 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 also is responsible for the interpretation and implementation of the rules and must convene a task team to review the rules periodically, as required.

## 8.3 Monitoring and reporting

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

## 8.4 Communication

Via HR's website.

## 8.5 Reviewing

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

## 8.6 Non-compliance

The normal line management practices will apply.

# 9. Post designations

The existing post designations have been rationalised to the following:

## 9.1 Vice-deans

9.1.1 This comprises a full-time or part-time primary appointment with specific, allocated executive responsibilities (such as the management of allocated portfolios or specific subgroups in the faculty concerned).

9.1.2 A vice-dean acts as dean in the dean's absence.

9.1.3 Appointment is for a term of three to five years, which is renewable for further terms.

## 9.2 Secundus deans

9.2.1 An secundus dean retains his or her primary departmental appointment; the post of secundus dean is a secondary appointment.

9.2.2 Executive responsibilities are allocated ad hoc only.

9.2.3 An secundus dean is appointed ad hoc in the absence of the dean, the vice-dean or the acting dean.

## 9.3 Acting deans

9.3.1 This comprises a primary, usually full-time appointment for a set term.

9.3.2 For the period during which a person is appointed acting dean, he or she acts full-time in the capacity of dean; substitute support may be provided to his or her academic department for the period concerned (depending on the length of the period).

## 10. Appointment processes

- 10.1 Vice-deans (appointed for a term of three to five years, which is renewable for further terms):
- 10.1.1 The dean concerned obtains the consent of the Rectorate via the applicable Vice-Rector to create a post for a vice-dean (paid for by the faculty concerned).
- 10.1.2 The dean, in consultation with the faculty, appoints a subcommittee comprising:
- the dean concerned;
  - at least three members from the faculty's academic staff;
  - an HR representative (with flexibility to make certain adjustments within the framework);
  - If there is more than one post for a vice-dean, the other vice-dean(s) must also serve on the subcommittee.
- 10.1.3 The post is advertised internally, inside the faculty, and is supplemented by internal recruitment actions (as determined by the subcommittee concerned) where necessary. In the case of a full-time post and if the faculty possesses the necessary funds, the post must be advertised externally as well.
- 10.1.4 Subsequently the subcommittee, chaired by the dean, compiles a provisional shortlist and conducts interviews with the candidates.
- 10.1.5 The subcommittee compiles a final shortlist.
- 10.1.6 The faculty's academic staff have the opportunity to state their views on the eligibility of candidates on the final shortlist, and which one they would prefer (as a consultative mechanism advising the AC(S), i.e. the Appointments Committee of Senate).
- 10.1.7 The facultorial subcommittee communicates the result via the applicable Vice-Rector to the AC(S) for a final decision.
- 10.1.8 In the case of a serving vice-dean's term of appointment expiring and the incumbent making him-/herself available for a further term, the faculty board concerned may be consulted about reappointing the serving dean for a further term.
- 10.2 Acting deans
- 10.2.1 The Rector appoints an acting dean.
- 10.2.2 The AC(S) is informed of the decision.
- 10.3 Secundus deans
- 10.3.1 The appointment is finalised by the dean concerned after the following internal facultorial process has been completed:
- a) nominations or internal advertising;
  - b) voting by the faculty board; and
  - c) reporting to the AC(S).

## 11. Supporting documents

<b>Item no.</b>	<b>Name of document</b>	<b>Status</b> <i>(e.g. identified, in process or approved)</i>
AP0037	Rules regarding the Appointment of Full-time Deans	Approved

## 12. Related documents

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AP0037	Rules regarding the Appointment of Full-time Deans	Approved