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Rules on the Appointment of Vice-Deans and Acting Deans

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| HEMIS classification | |
| Aim | Establishing procedures for the appointment of vice-deans and acting deans |
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| Owner of these rules | Deputy Vice-Chancellor: Social Impact, Transformation and Personnel |
| Institutional functionary (curator) responsible for these rules | Chief Director: Human Resources |
| Date of approval | |
| Approved by | SU Council |
| Keywords | vice-deans, acting deans |

The core of the rules

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

1. Introduction

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

2. Application of the rules

These rules apply by default when any vice-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, 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 Deputy Vice-Chancellor: Social Impact, Transformation and Personnel, 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 following post designations are applicable:

9.1 Vice-deans

9.1.1 This comprises a full-time or part-time 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 may act as dean in the dean's absence when nominated by the dean for a period of no more than three months.

9.1.3 The vice-dean appointment can be made as a primary appointment, or a secondary appointment:

- A primary appointment is made where the time spent on allocated executive responsibilities will be 75% (6/8th) or more and for a fixed term of five years.
- A secondary appointment is made where the time spent on allocated executive responsibilities will be less than 75% (6/8th) and for a term of not more than three years.

9.1.4 A vice-dean is usually a professor or associate professor in the faculty, or appointable at the academic rank of professor or associate professor if externally recruited. A faculty may, however, submit a motivation for the appointment of a candidate who does not meet this criterion.

9.2 Acting deans for periods of more than 3 months

9.2.1 This comprises a primary, usually full-time appointment, for a fixed term.

9.2.2 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 or five years):
 - 10.1.1 The dean concerned obtains the consent of the Rectorate via the Deputy Vice-Chancellor: Social Impact, Transformation and Personnel to create a post for a vice-dean (paid for by the faculty concerned) if it has not been created before.
 - 10.1.2 The appointment process of a vice-dean, as a primary or secondary appointment, is overseen by the Academic Appointment and Promotion Committee (AAPC) of the faculty concerned.
 - 10.1.3 The post is normally only advertised internally, and is supplemented by internal recruitment actions where necessary. In the case of a primary appointment the position may be advertised externally as well. (Aligned with HR regulations).
 - 10.1.4 Subsequently the dean, in consultation with the AAPC, compiles a provisional shortlist from the applicants.
 - 10.1.5 The AAPC interviews the candidates on the provisional shortlist and compiles a final shortlist.
 - 10.1.6 The Faculty Board, chaired by a deputy vice-chancellor, has the opportunity to state their views on the appointability of each of the candidates on the final shortlist, and indicate their preference (as a consultative mechanism advising the AC(S), i.e. the Appointments Committee of Senate).
 - 10.1.7 The chair of the AAPC communicates the result of the process by means of a Recommendation Report to the AC(S) for a final decision.
 - 10.1.8 In the case of a serving, primary appointed vice-dean's term of appointment expiring and the incumbent making him-/herself available for a second term, the Faculty Board concerned must be consulted about reappointing the serving vice-dean for a second term. This process may not be followed for a third consecutive term of a primary appointed vice-dean.
 - 10.1.9 In the case of a serving, secondary appointed vice-dean's term expiring, the position must be advertised internally, and the serving vice-dean may again apply for the position.
- 10.2 Acting deans for longer duration, three months or more
 - 10.2.1 The Rector identifies a suitable candidate in consultation with the Faculty leadership as acting dean and propose the candidate to the Rectorate.
 - 10.2.2 The Rectorate makes the final decision on the appointment of an acting dean.
 - 10.2.3 An acting dean may not be appointed for a period longer than twelve months.
 - 10.2.4 An acting dean may, under exceptional circumstances, be reappointed for one additional term of up to twelve months by the Rectorate.

11. Supporting documents

| Item no. | Name of document | Status <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 |