

# Rules for the Appointment of Acting Departmental Chairs

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HEMIS classification	
Aim	To establish rules for the appointment of acting departmental chairs
Type of document	Rules
Accessibility	General (external and internal)
Implementation date	
Review date/frequency	As the need for amendments arises
Previous reviews	January 2011
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	Rector's Management Team (RMT)
Keywords	chair, acting, managerial responsibility

## **The core of the rules**

Rules for the appointment of an acting departmental chair in order to ensure the continuation of departmental activities.

### **1. Introduction**

The appointment of an acting 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 an acting departmental chair in academic departments.

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

The aim of these rules is to establish procedures for the appointment of acting departmental chairs in academic departments.

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

To ensure that the appointment of acting departmental chairs in academic departments are 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).

### **8. Policy control**

#### **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).

## 8.5 Reviewing

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

## 8.6 Noncompliance

The normal line management practices will apply.

# 9. Points of departure

9.1 The appointment of an acting 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 acting 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 persons who have to take the main managerial responsibility for a department usually are called the departmental chairs.

10.2 When an acting 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 Nomination

If the chair is of the opinion that appointing an acting chair is necessary, the chair must submit a written, motivated recommendation before the dean. In case of approval HR must be informed for the purpose of including the matter in the communication report to Senate by its Appointments Committee – the AC(S). HR must handle the matter from that point onwards.

10.4 In cases such as described in 10.3 the dean and the departmental chair must consult with the full-time permanent C1 staff in the department before the dean may approve such recommendation.

## 11. Supporting documents

<b>Item no.</b>	<b>Name of document</b>	<b>Status</b> <i>(e.g. identified, in process or approved)</i>
AP0041	Rules for the Appointment of Departmental Chairs	Approved

## 12. Related documents

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AP0041	Rules for the Appointment of Departmental Chairs	Approved