Process flow: Appointment of a COO



COUNCIL SENIOR APPOINTMENTS COMMITTEE (SAC) **HUMAN RESOURCES (HR)** secretariat of Council) in collaboration with Human Resources (HR) Appointment process initiated by Council twelve (12) months before the expiry of the term of the COO. Council approves the establishment of a Senior The SAC drafts and finalises an advertisement Appointments Committee (SAC). Human Resources (HR) assists the SAC in and specifies the inherent requirements of the compiling an advertisement. position, qualifications and other criteria. Registrar's Office, in collaboration with HR, is the convenor of the SAC. SAC draws up a provisional shortlist and conducts interviews. HR advertises the post in the media and conducts strategic recruitment. SAC arrives at a HR to ensure that the SAC is presented with an final shortlist of adequate pool of suitable candidates. preferably three (3), but no less than two (2) suitable candidates. Page 2

Process flow: Appointment of a COO



COUNCIL

Process management by Registrar's Office (as the secretariat of Council) in collaboration with Human Resources (HR)

SENIOR APPOINTMENTS COMMITTEE (SAC)

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SAC submits final shortlist, in alphabetical order, with comments and accompanied by the candidates' vision statements and their curricula vitae, to the IF and Senate.

Council may, if it wishes, conduct interviews with the candidates.

Council makes a final decision on the appointment of a COO by an absolute majority (50% + 1) of votes of members of Council present and voting.

SAC submits to Council:

- 1. The SAC recommendation report.
- 2. Names of the suitable final shortlisted candidates in alphabetical order.
- 3. The curricula vitae of the suitable final shortlisted candidates.
- 4. The vision statements of the suitable final shortlisted candidates.
- 5. The indication of preference from Senate
- 6. The indication of preference from the IF

INSTITUTIONAL FORUM (IF) & SENATE

INSTITUTIONAL FORUM (IF)

SENATE

SENATE AND IF MEETING

- Chairperson of Council acts as chair.
- Council Members and the members of the SAC are also invited in observer capacity.
- Candidates on the final shortlist present their vision.
- Senate and IF to vote on preference only.