Process flow: Appointment of a Rector and Vice-Chancellor

Stellenbosch
UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

COUNCIL	SENIOR APPOINTMENTS COMMITTEE (SAC)	HUMAN RESOURCES (HR)
Process management by Registrar's Office (as the secretariat of Council) in collaboration with Human Resources (HR)		

COUNCIL:

Appointment process initiated by Council twelve (12) months before the expiry of the term of the Rector and Vice-Chancellor.

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Council approves the establishment of a Senior Appointments Committee (SAC).

Registrar's Office, in collaboration with HR, is the convenor of the SAC.

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SENIOR APPOINTMENTS COMMITTEE (SAC):

The SAC drafts and finalises an advertisement and specifies the inherent requirements of the position, qualifications and other criteria.

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HUMAN RESOURCES (HR):

Human Resources (HR) assists the SAC in compiling an advertisement.

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HR advertises the post in the media and conducts strategic recruitment.

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HR to ensure that the SAC is presented with an adequate pool of suitable candidates.

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SAC draws up a provisional shortlist and conducts interviews.

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SAC arrives at a final shortlist of preferably three (3), but no less than two (2) suitable candidates.

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COUNCIL	SENIOR APPOINTMENTS COMMITTEE (SAC)	INSTITUTIONAL FORUM (IF) & SENATE
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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.

INSTITUTIONAL FORUM (IF)

SENATE

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

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.

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.

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