

# Process flow: Appointment of a Faculty Dean

## RECTORATE

Process management by Human Resources (HR).  
HR is the convenor and secretariat of the SAC.

Initiated by the Rector, in consultation with the Rectorate, nine (9) months before the end of the term of the Dean or on the establishment of a new faculty.

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

## SENIOR APPOINTMENTS COMMITTEE (SAC)

Final appointing authority and reports the decision to Senate and Council.

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

SAC draws up a provisional shortlist and conducts interviews.

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

## HUMAN RESOURCES (HR)

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

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

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

NO

# Process flow: Appointment of a Faculty Dean

