



## **Role of Employment Equity Representatives**

The requirement to provide clarity regarding the role of Employment Equity Representatives (EERs) was necessitated by the institutional decision to decentralise academic appointments and promotions as well as appointments of professional, administrative and support services (PASS) staff. The guidelines that are provided here apply to the role of EERs in both academic and PASS staff selection committees and subcommittees.

To ensure integration and alignment, environments must nominate EERs to serve on the Institutional Employment Equity Advisory Committee (EEAC) as well as environment EE structures. In larger environments, there may be a need to nominate more than one EER. A member of the Transformation Committee may also serve as an EER.

### **1. To advance the EE imperative of the University:**

- 1.1. Each environment and Responsibility Centre (RC) nominate one EER to serve on the institutional EEAC.
- 1.2. Each environment nominates one or more EERs to serve on the Academic Appointments and Promotions Committee.
- 1.3. Each appointments committee or subcommittee in the PASS environments nominates an EER to serve on such a committee.
- 1.4. A member of the transformation structure in environments may also be invited to serve in EE capacity on such appointments and promotions committees or subcommittees.

### **2. Eligibility:**

- 2.1. An EER must be a member of the permanent staff of the University and must have a clear understanding of the University EE Policy and EE Plan as well as the environment EE Plan, goals and targets.

### **3. Responsibilities:**

- 3.1. The heads of the environments and RCs are primarily responsible for implementing the EE Policy and Plan.
- 3.2. The Director: Employment Equity and the Chief Director: Human Resources are responsible for facilitating and monitoring the implementation of the EE Policy and Plan.

In case of any difference in interpretation, the English version of this document will be regarded as the original source document.

#### **4. Status of EERs:**

- 4.1. EERs are full members of selection committees with voting rights.

#### **5. The role and responsibilities of EERs include the following:**

- 5.1. Fulfilling the same role as selection committee members, but the role extends to ensuring that awareness is raised regarding both the short- and long-term EE objectives of the environment during every phase of the selection process.
- 5.2. Playing a consultative and monitoring role regarding all EE-related matters on environment level.
- 5.3. Monitoring and evaluating the implementation of the environment EE Plan as well as the progress being made in achieving the numerical goals and targets on an ongoing basis.
- 5.4. Being responsible, in collaboration with the Director: EE, for continuous consultation, awareness, communication and training on the EE Policy and Plan at environment level.
- 5.5. Ensuring that the environment selection committees adhere to both the institutional EE Policy, EE Plan and Code for EE and Promotion of Diversity as well as the specific environment EE Plan during all phases of the recruitment and selection process.
- 5.6. Representing the environment at the EE advisory committee meetings.
- 5.7. Attending the recruitment and selection committee meetings from initial stages to completion.
- 5.8. Monitoring the selection process and being responsible for ensuring that candidates are screened based on criteria stated in the advertisement.
- 5.9. Making sure that the committees use the same standards to evaluate each candidate and confine their comments to professional matters related to the candidate's perceived ability to perform in the position as advertised.
- 5.10. Immediately apprising the committee of any concerns relating to possible unfair discrimination.
- 5.11. Liaising with the Director: EE in the event of a possible violation of fair EE practices or University policies.