NORTH-WEST UNIVERSITY ®
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

Rules for the appointment of Senior Managers

Reference number	1P/1.4
Accountable executive manager	Institutional Registrar and Executive Director: Human Capital Development
Policy owner	Director: Human Resource Operations and Manager: Institutional Governance and Secretariat Services
Responsible division	Human Resource Operations and Institutional Governance and Secretariat Services
Status	Approved
Approved by	Council
Date of approval	16 March 2007
Amendments	Technical editing and technical amendments made e.g. position name corrections in October 2011.
Review date	2012
Web address of this policy	http://www.nwu.ac.za/content/policy_rules
Address on the policy data base	RMA SHARE \2. management\2.1.3 policy development and review\2.1.3.2 review\policy documents\1P-1.4-snr managers_e.docm
Relevant records	NWU Statute (ref nr 1.2)

Rules for the appointment of Senior Managers

1 Preamble

As a pre-eminent university in Africa, driven by the pursuit of knowledge and innovation, with a unique institutional culture based upon the values the University espouses, the North-West University has adopted the Rules for the appointment of Senior Managers on 16 March 2007.

2 Scope of application

2.1 The scope of application deals with the recruitment and selection as well as the appointment of senior managers in co-operation with the Human Resources Operations department.

3 Content

3.1 The Statute provides for the drafting of Rules with regard to the procedure for the appointment of senior managers.

3.2 According to the Statute consultation must form part of the process of appointing senior managers.

3.3 The provisions of the Statute are clear on the forum or management structure that must be consulted as part of the process of appointing senior managers.

4 Rules

4.1 The procedure for the appointment of senior managers must include the following:

4.1.1 The panel is composed on request of the managerial head and in co-operation with the Director: Human Resource Operations. (See 3.2 for the composition of the panel).

4.1.2 The drafting of an advertisement taking into account the job description, job evaluation, requirements from the Council and/or managerial head and advice from the panel. (See 3.3.1)

4.1.3 A preliminary evaluation of the applicants with regards to the minimum requirements of the post by the Director: Human Resource Operations, with a report to the panel.

4.1.4 A second round of evaluation by the panel to compile a short list.

4.1.5 Receiving of inputs and advice from structures as prescribed in these Rules applicable to the specific post.

4.1.6 If the motivated advice from the structure/s is that no suitable application was received the panel, the relevant managerial head or Council must decide whether or not a new process should be started.

4.1.7 Psychometric evaluation if determined by the Council and/or managerial head, after consultation with the panel.

4.1.8 Interviews.

4.1.9 Recommendations to the relevant managerial head or (in the case of the appointment of Vice-Chancellor, Vice-Principal, Campus Rectors and Institutional Registrar/Directors to the line managers) to the Council.

4.1.10 Appointment by the relevant managerial head or the Council.

4.1.11 If no suitable candidate was found, Council or the relevant managerial head (as applicable to the position) may decide to start the process anew

4.2 Composition of the panel

4.2.1 The Council or next line manager requiring the filling of a vacant position initiates the process by requesting the Director: Human Resource Operations to invite the relevant consulting structures to nominate panel members. The Vice-Chancellor, Campus Rector, Campus Vice-Rector and Dean are invited to be on the panel where applicable. (see 4.2.1 to 4.2.4 below).

4.2.2 The forum and/or structure determined by the Rules nominate on request from the Director: Human Resources a member to form part of the panel. The nominated member can not be a member for more than one of the relevant structures. In the case of Academic Directors a member of the personnel of the school/focus area/unit must be part of the panel.

4.2.3 The Director: Human Resource Operations or his/her delegate must be part of the panel.

4.2.4 The incumbent can at the discretion of the Council or (in the case of positions lower than IM), the next level line manager can also be invited as an advisor on the panel.

4.2.5 Outside members (other universities) or other suitably qualified internal member of staff can at the discretion of management be nominated to be a panel member.

4.2.6 In the case of Academic Directors the Dean of the faculty is a panel member and can at **his/her discretion nominate** a member from the faculty board or similar body, academic directors , research directors, subject heads and/or program leaders as a member of the panel.

4.3 Responsibilities of the panel

The panel:

4.3.1 is responsible to advise the Director: Human Resource Operations on the job description for the drafting of a suitable advertisement;

4.3.2 performs evaluation of applications to compile a short list;

4.3.3 receives inputs and advice from the nominating structures. In the case of Academic Directors the advice from the personnel of the School/Focus area/unit or similar structure must be obtained. The list of candidates and CV's will be available at a panel member nominated by the panel for perusal;

4.3.4 can receive comments from people that are not a member of the relevant structure. Members of the structures can provide the panel with questions for deliberation and possible use at the interviews;

4.3.5 conducts interviews of candidates after psychometric evaluation;

4.3.6 Makes recommendations to the managerial head, taking into account the inputs and advice received from the structure from which panel members were nominated. (Refer to 4.2 below).

4.3.7 makes recommendations to Council in the case of the appointment of Vice-Chancellor, Vice-Principal, Campus Rectors and Institutional Registrar/ Directors; (Refer to 4.1 below).

4.4 Advice and inputs by the forum and structures

4.4.1 In the case of the appointment of Vice-Chancellor, Vice-Principal, Campus Rectors and Institutional Registrar/Directors, at the request of Council, the forum or structure nominates a member in co-operation with the Director: Human Resources as a panel member.

4.4.2 The forum and/or structure nominate a member of the structure at the request from the Director: Human Resources.

4.4.3 The forum and/or the structure give inputs and advice to the panel regarding the suitability of the candidates taking into account the job description and job evaluation mentioned in 3.1.2 above.

4.4.4 The forum and/or structure decide on the format of input and advice given to the panel.

4.4.5 The forum and/or structure are also responsible to give inputs and advice, notwithstanding the advice mentioned in 3.3.3, at the request of the managerial head after the panel made their recommendation.

4.4.6 In the case of the appointment of the Vice-Chancellor, Vice-Principal, Campus Rectors and Institutional Registrar/Directors the forum and/or structure are also responsible to give inputs and advice, notwithstanding the advice mentioned in 3.3.3, at the request of Council after the panel made their recommendation.

5 Consulting structure and forum

5.1 When Council is the appointing authority the structures and/or person indicated below must be consulted:

	Ref in Statute	Level	Consulting structure	Authority of appointment
4.1.1	Par 50	Vice- Chancellor	Senate Forum	Council
4.1.2	Par 56	Vice-Principal	Vice- Chancellor Senate Forum	Council
4.1.3	Par 58	Campus Rectors	Vice-Chancellor Senate Campus Senate Committee Forum	Council
4.1.4	Par 60	Institutional Registrar and Directors	Vice-Chancellor Senate Forum	Council

5.2 Where the appointment is made by the Vice-Chancellor or Campus Rector or Campus Vice-Rector the consulting structure is indicated below:

	Ref in Statute	Level	Consulting structure	Authority of appointment
4.2.1	Par 62	Campus Vice-Rector	Campus Rector Campus Senate Committee Campus members of the Forum	Vice-Chancellor
4.2.2	Par 64	Campus Registrar and Directors	Campus Rector Campus Senate Committee Campus members of the Forum	Vice-Chancellor
4.2.3	Par 65	Deans	Campus Vice-Rector Faculty board or similar body Campus Senate Committee Campus members of the Forum	Campus Rector

4.2.4	Par 67	Academic Directors	Dean Faculty board or similar body School and Research Director(s) Personnel of the relevant school / focus area	Campus Vice-Rector

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20 September 2010

Current details: Amanda van der Merwe(10935746) SHARE:\Beleide\1P-1.4-snr managers_e.docm
27 October 2011

File reference: 1P-1.4-snr managers_e