

NOMINATIONS COMMITTEE

The Academics Union representatives on the Nominations Committee are Associate Professor Kelley Moulton and Mr Tim Low.

1. **STATUS:** Committee of Senate.

2. **PURPOSE:**

To ensure that committee membership best serves the University, and to this end to ensure that effect is given to the principles for deciding committee membership set out in Appendix A.

3. **COMPOSITION:**

The Vice-Chancellor (*ex officio*)

The Deputy Vice-Chancellors (*ex officio*)

A Dean chosen by the Deans.

Four members of the academic staff, elected by Senate in plenary session, at least one from the Faculty of Health Sciences

Two members of the academic staff, nominated by the Academics Union

4. **CHAIR/DEPUTY CHAIR:**

The Vice-Chancellor's nominee

5. **SPECIAL QUORUM RULES:**

Four members, excluding *ex officio* members, shall constitute a quorum.

6. **TERMS OF OFFICE:**

Four years, from 1 July. No member may serve longer than two terms of four years.

7. **TERMS OF REFERENCE:**

8.1 To submit to Senate proposals for the membership of committees and of working groups in those cases where Senate makes the appointments.

8.2 To fill casual vacancies on committees (a casual vacancy being a vacancy from whatever cause arising, where the unexpired term of office is 12 months or less) in those cases where Senate makes appointments.

8.3 To consider and decide proposals by committees to co-opt members.

8.4 To do so having regard to the principles in Appendix A.

8.5 To appoint a member from each academic department to Senate to better reflect the diversity of the academic staff and to do so having regard to the principles in Appendix B

8. **PROCEDURES:**

9.1 **Procedures for making recommendations to Senate:**

9.1.1 The Committee's job is to identify members of the University willing and able to serve the University by taking up membership of committees and working groups.

- 9.1.2 The Committee must start with the principles set out in Appendix A.
- 9.1.3 The Committee should take steps to invite suggestions for appointments from members of the committee; by
- (i) circulating invitations to the categories of staff who are eligible.
 - (ii) inviting executive officers, deans and heads of departments to put forward suggestions.
 - (iii) inviting staff bodies to put forward suggestions
 - (iv) inviting the Chairs of all committees to put forward suggestions.
 - (v) inviting the SRC to put forward suggestions.
- 9.1.4 The Committee may analyze the attendance records of nominated members.
- 9.1.5 The Committee must identify suitable people to fill all membership slots for the term of office starting on 1 July, every four years by the end of April and circulate this to all members of Senate with a request for approval by the June meeting of Senate.
- 9.1.6 All appointments must be aligned with the terms of Senate and Council, as set out in the Statute, unless the institutional rules prescribe otherwise.

9.2 Procedures for filling casual vacancies:

- 9.2.1 The Committee must fill casual vacancies as and when they arise.
- 9.2.2 The Committee may advertise a casual vacancy by inviting suggestions.
- 9.2.3 In filling vacancies, the Committee must give effect to the principles set out in Appendix A.
- 9.2.4 The Committee must publish all appointments it makes to fill casual vacancies in the Principal's Circular, for information.

9.3 Procedures for considering proposals by committees to co-opt members:

A committee or working group of Senate may not unilaterally co-opt additional members because this would alter the balance of its membership. In those cases where a Senate committee or working group wishes to co-opt a person, it must submit a proposal in writing to the Nominations Committee setting out:

- (a) the reasons why the co-option should be considered; and
- (b) the proposed period for which the person is to be a co-opted member.

The Nominations Committee may approve or refuse such a proposal. If the Nominations Committee approves this proposal, the Nominations Committee must set the term of office for which the co-opted person is to be a member, and publish its decision in a Principals Circular, for information.

9.4 Procedures for the appointment of members from each of the academic departments to Senate

- 9.4.1 The Committee must appoint a member from each of the academic departments to Senate for a four-year term of office, in line with the requirements of the Institutional Statute.

9.4.2 Where a vacancy in this membership category of Senate occurs, the Committee must appoint a replacement member from the relevant academic department for the balance of the term of office.

9.4.3 In making these appointments, the Committee must give effect to the process set out in Appendix B.

9.5 The annual report by the Committee to the chair of the Senate Executive Committee is a vehicle for accounting for the work of the Committee. Because of this the committee must

- (a) report on what it has achieved RELATIVE to its terms of reference and purpose.
- (b) hold itself accountable in that its report places the SEC in a position to judge how well it has performed.

10. DELEGATED AUTHORITY:

The Committee has delegated authority to make appointments to committees on behalf of Senate when filling casual vacancies, and to approve (or not) proposals for co-opting additional members to committees, and to appoint a member of each of the academic departments to Senate.

This Committee is serviced by the Registrar's Secretariat.

APPENDIX A to the terms of reference of the Nominations Committee

Principles for deciding committee membership.

The UCT Statute requires any person or body appointing a person to any committee to have regard to the historic under-representation of women, in particular black women, and black people in general, on committees and the need to redress this.

Guidelines for the nomination of staff by the Nominations Committee

- No committee should have a term of membership of more than four years, and no individual should normally serve more than two consecutive terms on a particular committee.
- No individual member of the academic staff should serve concurrently on more than five committees.
- A chairperson shall not preside on a committee for more than 1 consecutive term of 4 years. Where a chairperson is nominated for a second (consecutive) term on a committee, a written motivation should be provided by that committee together with a proposal of the committee's intended succession planning. *A second term appointment further requires the majority support from the Nominations Committee*".
- Due regard must be given to ensure that all committees are diverse in respect of race, gender and disability.

APPENDIX B to the terms of reference of the Nominations Committee

The UCT Statute requires that a member of each of the academic departments be appointed to Senate by the Nominations Committee, to better reflect the diversity of the academic staff.

This process is guided by the university's commitment to employment equity and its obligation to diversify the workplace in respect of designated groups.

Process for the appointment of members of each of the academic departments to Senate (Extract of the Institutional Rules):

- (a) The academic departments must each nominate from within their department one member of the academic staff who is not a member of senate to be a member of senate.
- (b) The chair of the Nominations Committee must call for nominations by alerting each of the heads of the academic departments and inform them of the process to be followed at least two months before the beginning of each new term.
- (c) The head of department must submit the nomination by the date specified in the notice from the chair of the Nominations Committee to the departmental or faculty transformation committee, where such a structure is in place, for endorsement.
- (d) The departmental or faculty transformation committees, having endorsed the nominations by the academic departments, will submit the names of the nominated members from within their faculties by the date specified in the notice from the chair of the Nominations Committee to the senate's Nominations Committee for appointment.
- (e) The Nominations Committee must ensure that nominations from academic departments adhere to the requirement for diversity and may require the Head of Department or Faculty Transformation Committee to reconsider the nomination should it not comply.
- (f) A person appointed to be a member of senate in terms of this section ceases to be a member of senate under this section –
 - (i) if they become a member of senate in a different capacity.
 - (ii) if they cease to be a member of the academic staff of the department from which they were appointed.
 - (iii) if they cease to be a member of the academic staff of the University; or
 - (iv) for any period during which they are suspended from the academic staff.
- (g) If a vacancy occurs the chair of the Nominations Committee must call for nominations and follow the process prescribed in sections (c) and (d) above to fill the vacancy for the unexpired period of the term of office if this is longer than six months.
- (h) If during their term of office a member of the senate appointed in terms of this section is granted leave for a period of six months or longer, the chair of the Nominations Committee, upon being notified of this by the member, must call for nominations and follow the process prescribed in sections (c) and (d) above to fill the temporary vacancy for the period of leave granted which falls within the unexpired period of the term of office.
- (i) A *committee member at the end of their term* is eligible for re-appointment.