

## STAFF DEVELOPMENT COMMITTEE (SDC)

The Academics Union representative on the Staff Development Committee is Dr Christine Rogers

### **1. STATUS**

Sub-committee of the University Human Resources Committee.

### **2. PURPOSE**

To develop policy recommendations, frameworks, and processes for developing, implementing and integrating staff development across the institution.

To oversee the appropriate management of staff development resources.

To monitor the development and implementation of robust performance development processes and procedures as they relate to staff development.

To monitor and report on all its activities as stated in these Terms of Reference to the UHRC

### **3. COMPOSITION**

Deputy Vice-Chancellor with the portfolio responsible for HR

A Dean nominated by the Deans.

Dean: CHED (or nominee)

Executive Director: Human Resources (or nominee)

Executive Director: Finance (or nominee)

Executive Director: Research (or nominee)

Director: Transformation Services Office (or nominee)

Skills Development Facilitator

The Chair, Academic's Union (or nominee)

The Chair, UCTEU (or nominee)

Administrator, NEHAWU (or nominee)

Member nominated by Senate (or nominee)

### **4. CHAIR / DEPUTY CHAIR**

Chair: Deputy Vice-Chancellor with the portfolio responsible for HR (or nominee)

Deputy: A member of the committee elected by the members

### **5. SPECIAL QUORUM RULES**

Six members shall constitute a quorum.

### **6. TERMS OF OFFICE**

Nominated members shall hold office for four years from 1 January.

### **7. TERMS OF REFERENCE**

(a) The committee responsibilities are:

(b) To develop comprehensive staff development policy recommendations.

- (c) To develop recommendations for an integrated implementation framework and process for staff development.
- (d) To oversee a process of distributing the budget resources for staff development.
- (e) To align development needs with institutional planning and auditing processes.
- (f) To monitor the development and implementation of the performance development processes and procedures as they relate to staff development, and report thereon to the UHRC.
- (g) To monitor staff development and report on staff development to the UHRC.
- (h) To recommend any consequent modifications to the composition of the committee.

**8. PROCEDURES**

The committee decides its own procedures.

**9. This committee is serviced by the Human Resources Department.**