

UNIVERSITY EMPLOYMENT EQUITY FORUM

The Academics Union representative on the University Employment Equity Forum is Associate Professor Shaheen Mowla

1. **STATUS:** A committee appointed by Council and reporting to the Institutional Forum (IF), that advises the Vice-Chancellor on, and transformation matters related to employment equity.
2. **PURPOSE:**

Having regard to the preamble in 7 below, the committee shall advise the Vice-Chancellor on employment equity and transformation matters related to employment equity. The Vice-Chancellor must therefore consult the EEF on:

 - 2.1 an analysis of the University of Cape Town's employment policies, practices, procedures, and the working environment, in order to identify employment barriers which adversely affect people from designated groups.
 - 2.2 the University of Cape Town's employment equity plan.
 - 2.3 the implementation of the employment equity plan and barriers to implementation, including barriers related to recruitment, retention, staff development, the institutional climate, discrimination in the workplace.
 - 2.4 the University of Cape Town's annual report on employment equity to the Department of Labour.
3. **COMPOSITION:**
 - 3.1 The Vice Chancellor (Chair) or nominee who will act as Chair.
 - 3.2 One or more Deputy Vice Chancellors appointed by the Vice-Chancellor.
 - 3.3 One representative from each faculty and PASS department's EE Committee listed in the schedule, who will ordinarily be the chair or deputy chair and who should be one of the faculty's / unit's / department's employment equity representatives on selection committees.
 - 3.4 One representative from each of the recognised trades unions which has a recognition agreement with UCT.
 - 3.5 Three students, appointed by the Students' Representative Council (one of whom is postgraduate).
 - 3.6 A member of staff representing staff with disabilities.
 - 3.7 The Executive Director of Human Resources.
 - 3.8 The Director of the Office for Inclusivity and Change.
 - 3.9 The employment equity manager of the university.
 - 3.10 Up to three members of staff appointed by the Vice-Chancellor as assessor members for their specialised knowledge.
4. **CHAIR AND DEPUTY CHAIR:**
 - 4.1 The Vice-Chancellor, or a member appointed by the Vice-Chancellor.

4.2 The Vice-Chancellor will nominate a member of the committee to be deputy chair and chair the committee in the absence of the chair.

5. SPECIAL QUORUM RULES:

Not applicable

6. TERMS OF OFFICE:

Each member's term of office will be determined by their term on their own Transformation or other Committee (e.g., Trade Unions, SRC).

7. TERMS OF REFERENCE:

7.1 Preamble

- a) The Employment Equity Act requires UCT as a designated employer to prepare and implement an employment equity plan which inter alia must set out its numerical goals and the affirmative action measures to achieve employment equity. It must also create procedures that will be used to monitor and evaluate the implementation of the plan to ensure reasonable progress is being made towards employment equity.
- b) The EEF is the forum for consultation on this and other matters pertaining to employment equity as required by the Act. It advises the Vice-Chancellor and reports to the Institutional Forum.
- c) The role of the EEF must be seen in the context of the Vice-Chancellor's accountability for transformation more generally and the role of the Institutional Forum which has specific functions laid down in the Higher Education Act, advising Council on equity policies and on the fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching, research and learning.
- d) The role of this committee must also necessarily recognize that the Senate, Faculty Boards and academic departments have parallel responsibilities for transformation in the areas of student admissions policies, academic development and curricula and institutional culture. These are part of a wider transformation agenda and will be reported to EEF, but just as the Senate structures will not ordinarily or primarily concern themselves with the HR issues that are the domain of this advisory committee so too this advisory committee will not ordinarily or primarily concern itself with student academic development programmes or curriculum matters.
- e) Each faculty, the GSB, CHED, and university PASS department is required to have its own transformation structure (transformation committee, group, or forum) and each head (dean, executive director, or registrar) must seek its advice in exercising his or her accountability for transformation generally, and consult it, and staff more generally on his/her employment equity plan.
- f) The EEF is a forum for Employment Equity representatives and for trade unions to share experiences as well as being a communication channel between staff on the ground and the senior executive.

- 7.2 The Vice-Chancellor shall
- a) consult the forum regarding the employment equity plan for the University and seek the forum's advice before submitting the statutory annual employment equity report in terms of the Employment Equity Act.
 - b) seek the advice of the forum on questions of transformation as it relates to employment equity as he/she considers necessary.
- 7.3 The Employment Equity Forum may
- a) refer any matter relating to employment equity to the IF where it believes that the issue is one on which the IF should be advising the Council.
 - b) submit a report or proposal direct to Council if for any reason it considers this necessary.
- 7.4 The Employment Equity Forum shall provide a forum to share experience and good practice on employment equity.

8. FREQUENCY OF MEETINGS:

The Committee shall meet three times annually and may meet more frequently should the Vice-Chancellor request this.

9. SERVICING OFFICER:

This committee is serviced by employment equity manager or his / her nominee.