

TRANSFORMATION FORUM (TF)

The Academics Union representative on the Transformation Forum is Associate Professor Shaheen Mowla.

TRANSFORMATION FORUM TERMS OF REFERENCE

1. NAME

The Transformation Forum (hereunder referred to as the TF).

2. STATUS

- 2.1. The TF is a Community of Practice that forms part of the devolved structure of the Institutional Forum (hereinafter referred to as "IF").
- 2.2. The Forum determines its own modus operandi and manages its own affairs.
- 2.3. The Forum normally meets every six weeks under the auspices of IF
- 2.4. The DVC for Transformation via the Transformation Office assists the Forum with administrative and logistical support, which includes the cost of a servicing officer.
- 2.5. By virtue of its status as a Community of Practice, the TCF shall enjoy a close working inter-relationship with the Institutional Forum and shall, in this regard, report to the IF on any strategic matters relating to its operations.

3. MISSION AND OBJECTIVES

3.1. MISSION

The TF endeavours to share good practice in the forum; provide capacity building initiatives to operationalize the Transformation objectives that are embedded in the Transformation goals of University of Cape Town's (UCT) strategic plan.

3.2. OBJECTIVES

The TF endeavours to:

- 3.2.1. Actively participate in the development, implementation, monitoring and evaluation of the Faculty or Department Transformation plans that respond to the UCT Strategic Framework 2016-2020.
- 3.2.2. Advocate and share best practice guidelines and relevant information, research and/or data that advances transformation in UCT.
- 3.2.3. Identify and recommend to IF, research and policy studies as well as challenges relating to transformation at UCT.
- 3.2.4. Provide advice and support to members of the TCF on transformation challenges.
- 3.2.5. Facilitate, in collaboration with IF, capacity building opportunities in the TCF and broader national HE community regarding transformation in the sector.

- 3.2.6. Explore and make recommendations regarding the governance and resourcing of transformation at UCT.
- 3.2.7. Review TCs for alignment with the Strategic Plan and consistency

4. COMPOSITION

- 4.1 The composition shall be appropriate personnel to give full effect to the roles and functions of the TF. This should normally be the Transformation representatives (staff and students), and the appropriate personnel of the Transformation Offices/Units at UCT and any other membership as may be determined by the TF and by the IF.
- 4.2 The quorum of the meeting shall be 50% including the Chairperson.

5. TERM OF OFFICE

Membership is linked to institutional participation in the Forum.

6. MEETINGS

- 6.1. The TF shall normally meet every six weeks during the academic year. The place and venue of the meeting shall be decided by the members.
- 6.2. The agenda for the meetings shall be prepared by the IF Secretariat, in conjunction with the DVC Transformation and the Transformation Services Office.
- 6.3. The agenda shall, where possible, be provided electronically to TF members at least 5 days prior to the relevant meeting.

7. GOVERNANCE

7.1 CHAIRPERSON AND DEPUTY CHAIRPERSON

- 7.1.1 The Chairperson for the TF will be the DVC Transformation and a Deputy Chairperson will be elected every second year. Such election will take place at the last meeting of the second year. The Deputy Chairperson is eligible for re- election for not more than two consecutive terms.
- 7.1.2 The Chairperson will chair, manage, and provide guidance and support on all issues under discussion at meetings of the TF.
- 7.1.3 In the absence of both the Chairperson and the Deputy Chairperson, the meeting will nominate one TF members to co-chair the meeting.
- 7.1.4 The Chairperson and Deputy Chairperson provide leadership through guidance, determining the needs and opportunities for possible engagement with the Forum and other relevant stakeholders, with a strong focus on optimizing the role of Transformation Managers and their Committees at UCT.
- 7.1.5 The Chairperson and Deputy Chairperson will ensure that the TF is active and fully functional in the pursuit of its objectives

7.1.6 The Chairperson and Deputy Chairperson will actively represent the TF and the IF on relevant platforms at UCT and other relevant bodies as and when the need arises.

7.1.7 The Chairperson shall submit a quarterly reports and an annual report, via the IF secretariat, for Council review. The report shall also serve as assessment on the performance of the Forum.

8. REPORTING

8.1. The TF shall make available the minutes of the meeting to the IF two weeks after the TF meeting.

8.2. Minutes, Reports and Recommendations of the TF will serve before the IF and shall be submitted by the IF to Council, when appropriate.

9. FUNDING

9.1 The TF shall have the right to raise funds for particular purposes such advocacy and capacity building.

10. AMENDMENTS TO THIS TERMS OF REFERENCE

The Terms of Reference may be amended by a motion carried by half of the voting members present of the meeting of the Forum, provided that two-thirds of all the members are present at the meeting.

11. DISSOLUTION OF THE TCF

The TF shall be deemed dissolved if and when:

11.1. All TF members resign at the same time.

11.2. The IF after a thorough process of consultation and engagement, shall consider such action to be in the best interest of the university.

11.3. IF as a constituent stops to exist.

12. EXPLANATORY NOTES / DEFINITIONS

DVC – Deputy Vice Chancellor IF – Institutional Forum

TF – Transformation Forum UCT – University of Cape Town

ENDS