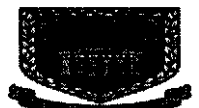


UNIVERSITY OF WESTERN CAPE (UWC)

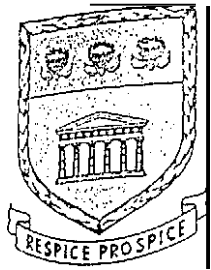
PROPOSED POLICY ON ACCELERATED PROMOTIONS

DATE OF LAST APPROVAL: C2005/3



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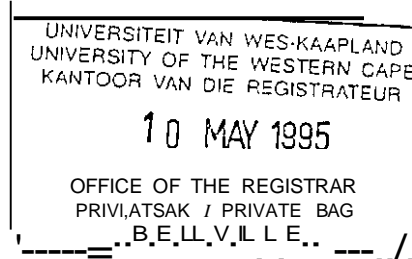
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Dir. linc/lyn .

Ref./Vcn.i.ys.



9 May 1995

The Registrar
 UWC

Dear Dr Smith,

At the last SAK meeting two policy proposals were passed, and should now go to Senate. I was asked to make minor changes to the policy proposal on Accelerated Promotions, in accordance with the discussion at SAK. I have now done so, and submit with this the amended proposal. I am also enclosing the proposal on Associate Professorships as Establishment Posts which was approved by SJ'.K without amendment: I have simply changed the heading from "Proposal to SAK" to "'Proposal to Senate'".

Can you do what is necessary so that these proposals may be part of the agenda for the next Senate meeting?

Yours sincerely,

Colin Bundy
 Acting Vice-Rector

UNIVERSITY OF THE WESTERN CAPE

1995-05-12

COMMITTEE OF ADMINISTRATIVE
 ADMINISTRATION

PROPOSAL FOR A POLICY OF ACCELERATED PROMOTION

Universities always run the risk of losing good staff members, as academics make career choices and changes. But for UWC this risk may well intensify in the next few years. It is already apparent that there is a significant demand in the private sector and in the public sector for able, highly trained personnel, especially affirmative action appointments intended to correct historic imbalances. And other universities, too, are anxious to recruit larger numbers of female and black staff.

For UWC to lose numbers of promising and/or established academic staff in the face of such competition could set back our own attempts at staff recruitment and staff development quite seriously. In an attempt to minimise this threat, it is proposed that a formal procedure be established so that the university has some ability to respond to the possible loss of good staff.

Such a procedure would be a **policy of accelerated promotion**, with the intention of retaining good academic staff who have been offered employment elsewhere. Such a policy establishes criteria and procedures for dealing with such cases in a formal, considered and accountable manner. Accelerated promotion would in effect become a category of appointment at UWC, and as such should be part of the remit of S.A.K. However, because of the difficulties in convening extraordinary meetings of SAK, a standing sub-committee is proposed which (i) will have the power to take decisions in such cases, and (ii) will submit full reports to SAK.

A draft policy is attached herewith.

ACCELERATED PROMOTION: DRAFT POLICY

1. The Senate Appointments Committee should establish a permanent sub-committee known as the SAK Accelerated Promotions Committee to administer this policy.
2. The membership of the SAK/APC will comprise:
 - (a) The Rector
A Vice-Rector nominated by SAK
Four members of SAK nominated by SAK one of whom shall be a member of Council
 - (b) The Dean of the Faculty of which the staff member under consideration is a member (unless that Dean is already a member under (a) above in which case s/he may nominate a Professor in the Faculty concerned as an additional member of the SAK/APC)
 - (c) Two members of the Faculty Appointments Committee from the Faculty concerned, designated by the Dean.
 - (d) The Chairperson of the Department of which the staff member under consideration is a member (unless the staff member concerned is the Chairperson, *in* which r.asp. either a Professor in the Department or a Professor in the same Faculty, nominated by the Dean, shall be an additional member of the SAK/APC)
3. A member of the academic staff up to and including the rank of Associate Professor may be considered for accelerated personal promotion when s/he has received an offer in writing of a post elsewhere. The SAK/APC is charged with deciding whether her/his services should be retained in the interests of the University.
4. A member of academic staff wishing to be considered for accelerated promotion should apply in writing to the Dean of the Faculty of which s/he is a member. The offer of employment elsewhere, a recent **curriculum vitae** and the names of two referees should accompany the letter.
5. The SAK/APC, in considering any application for accelerated promotion, shall take into account the existing criteria for personal promotion; it may also take into account the staffing profile of the Department concerned in assessing whether the retention of the services of the staff member is in the interests of the University.
6. Accelerated personal promotion may take either of two forms:
 - (i) advancement to a higher grade (e.g., from L to SL, from SL to AssPro)
 - (iii) salary increments in terms of additional notch(es) but not beyond the top of the relevant scale.
7. Any decision by the SAK/APC must be arrived at by a two-thirds majority of its members present.
8. Decisions taken by SAK/APC must be reported in writing to the following SAK meeting.

28-09-95
R 95-6 R 95/6

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6. REPORT FROM THE EXECUTIVE COMMITTEE OF COUNCIL:

6.1 JOINT APPOINTMENTS COMMITTEE, R ANNEX 95/5/2

6.1.1 Proposed Policy of accelerated promotion (Item B.7 of SAK 95/3 Report)

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95-09-28

Council Meeting

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8.2. JOINT APPOINTMENTS COMMITTEE OF SENATE AND COUNCIL

The following:

8.2.1. SA 2005/1, (C ANNEX 2005/3/11)

Council APPROVED report including the following:

Policies -

Policy on the appointment of Teaching and Research Staff who have retired or have reached the age of 65; and

Policy and Rules for the position of Extraordinary Associate Professor.

Guidelines -

Guideline for the appointment of Temporary Lecturing Staff; and

Guidelines for the appointment and promotion of Academic Staff.

Amendment to the Standing orders of -

Accelerated Promotions Sub-Committee; and

Personal Promotion to a Full Professorship Sub-Committee.

- DECISION TAKEN