

UNIVERSITY OF WESTERN CAPE (UWC)

REPLACEMENT LECTURING POLICY

DATE OF LAST APPROVAL: C2001/8

To replace the current Internal Replacement Policy as per C200t/8



UNIVERSITY OF WESTERN CAPE
"Vf::s.r...RN CAP::"

Policy & Conditions Regarding

REPLACEMENT LECTURING

General Policy

(a) Staff members on leave:

I When a member of the full-time permanent academic staff is on:

- a. Study leave;
- b. Maternity leave; or
- c. Sick leave;

he/she may be replaced, i.e. his/her lecturing and other teaching (e.g. marking) duties temporarily taken over, by:

- a. A person not in the employ of the University, appointed as a temporary full-time; or temporary part-time lecturer; or
- b. Subject to the conditions set out in 3. below, a member of the University's full-time (permanent or on contract for a continuous period of at least three years) academic staff (hereinafter referred to as "a replacement lecturer").

(b) Excessive workloads:

2. When lecturing and other teaching duties in a Department or Faculty are (as a result of one or more vacancies in the staffing establishment or otherwise) of such a nature that such workload cannot reasonably be accommodated by the permanent full-time academic staff of such Department or Faculty, part of the workload of the Department or Faculty in question may be passed on to:

- a. A person not in the employ of the University, appointed as a temporary full-time; or temporary part-time lecturer; or
- b. Subject to the conditions set out in 3. below, a member of the University's full-time (permanent or on contract for a continuous period of at least three years) academic staff attached to such Department or Faculty (hereinafter referred to as "**a replacement lecturer**").

Conditions

3. In the case of the appointment of a replacement lecturer the following conditions apply:

(a) Additional Workload:

3.1 Lecturing duties may not entail more than offering two (2) lectures (of 60 minutes each) per week whilst other teaching duties may not entail less than 50% of that which normally are expected to be performed by the full-time teaching staff of the Department or Faculty concerned;

(b) Compensation:

- 3.2 The replacement lecturer is, subject to 3.4 below, recompensed, monetary or otherwise, for his/her additional duties in an amount, equal to that which would have been paid to a temporary part-time lecturer of basically equal rank and **seniority**;
- 3.3 The monetary compensation contemplated in 3.2 above:
- 3.3.1 May be put to the credit of a Research Account for the staff member in question and such credit must, in general, be utilised by such staff member for the purposes of research and may entail, *inter alia*, the following:
- 3.3.1.1 Payment or part-payment of research visits and/or conference attendance, both nationally and abroad;
- 3.3.3.2 Payment or part-payment of research assistants; and/or
- 3.3.3.3 Payment or part-payment of capital expenditure (e.g. the acquisition of a laptop computer, etc); or
- 3.3.2 Should the replacement lecturer so wish, be paid over (after deduction of the relevant amount for income tax purposes) to him/her.
- 3.4 In the alternative to 3.3 above, and subject to it being feasible and practicable, a replacement lecturer may elect to be granted additional leave days in lieu of monetary compensation.

(c) Appointment:

4. No member of staff may commence with replacement lecturing or may be recompensed for such additional duties unless he/she has been formally appointed as a replacement lecturer; provided that in matters of an urgent nature the Vice-Rector: Academic may, on the recommendation of the Dean concerned, grant permission that such replacement lecturing may commence (pending formal appointment).
5. The appointment of a replacement lecturer takes place in the following manner:
- 5.1 A recommendation from the Dean of the Faculty concerned must be tabled at the Appointments Committee of the Faculty.
- 5.2 The recommendation from the Dean contemplated in 5.1 above must be accompanied by:
- 5.2.1 The current lecture load of the staff member concerned, clearly indicating the course/s he/she will in the normal course of events be taking responsibility for as well as the number of students he/she will in the normal course of events take responsibility for;
- 5.2.2 The Faculty's workload formula (approved by the Joint Appointments Committee of Senate and Council), clearly indicating the average work load for members of staff in the particular Department and/or Faculty and clearly indicating that the staff member concerned would have, in the normal course of events, a workload that is not more than 10% below or above such average work load;

- 5.2.3 The Faculty's staffing budget (approved by the Finance Department), clearly indicating that any monetary or other compensation for such replacement lecturer is indeed affordable or budgeted for; and
 - 5.2.4 In the situation where a suitably qualified and/or experienced person (not in the employ of the University) is not available for appointment as a temporary member of staff, a statement by the Dean that a diligent search for such a person has indeed been conducted.
- 5.3 The Faculty's Appointments Committee must consider the effect the appointment of a member of its full-time staff as replacement lecturer will have on:
- 5.3.1 The Department's and/or the Faculty's administration and the programmes offered by the Department/Faculty; and
 - 5.3.2 The research output as well as the administrative and other duties in the Department and Faculty of the person recommended for appointment as replacement lecturer.
- 5.4 The Faculty's Appointments Committee forwards its recommendation, accompanied by the documentation contemplated in 5.2 above, to the standing sub-committee of the Joint Appointments Committee of Senate and Council (SUB-SAK).
- 5.5 In the case of SUB-SAK not being in agreement with the Faculty's recommendation regarding the appointment of a replacement lecturer, the matter must be referred to the Joint Appointments Committee of Senate and Council for a final decision.

00000000000000000000

(Approved at C 2001/8 on 6 December 2001)



University of the Western Cape

Private Bag X17 Bellville 7535 South Africa Telegraph, UNWELL
Telephone, 27 021 959-2111/2102 faxc 27 021 959-3126 Telexc 52 6661
E-Mail,

OFFICE OF THE REGISTRAR

Dir. line/lyn:...

Ref./Verwys:.....

SA Answer 2001/9/8

12 September 2001

The Secretary
Joint Appointments Committee of Senate and Council
UWC

_aar Mr. Heynes

INTERNAL REPLACEMENT POLICY

At a meeting of the Joint Appointments Committee of Senate and Council 5 September 2001 (Sub-SA 2001/08) it was decided that the "*Internal Replacement*" Policy of the Joint Appointments Committee of Senate and Council should be amended to provide for better procedures and monitoring with regard to matters concerning "internal replacement". The current policy also has to be amended to provide for compensation to permanent members of staff for duties over and above that which can be expected from them in the normal course of events.

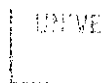
Please find attached a first draft of Policy and Conditions regarding Replacement Lecturing to replace the current "*Internal Replacement*" Policy as prepared by Prof P C Smit. Also attached is a copy of the current "*Internal Replacement*" Policy.

Please ensure that the two documents are put before the next Joint Appointments Committee - Senate and Council at its next meeting on 10 October 2001 for its consideration.

Sincerely

DR IM MILLER
REGISTRAR

13 SEP 2001



"INTERNAL REPLACEMENT" POLICY

When a member of the full-time permanent academic staff is on:

1. Study leave;
2. Maternity leave; or
3. Sick leave,

he/she may be replaced, i.e. his/her lecturing and other teaching duties temporarily taken over by either a person not in the employ of the University, appointed as a temporary full-time or temporary part-time lecturer or another member of the University's full-time [permanent or contract] academic staff.

In the case of the appointment of a member of the University's full-time permanent academic staff to act as a "replacement lecturer" for a colleague who is on [approved] study, maternity or sick leave or to "stand in" in the case of a vacant post, the following rules and/or policies shall apply:

1. **The replacement duty shall not entail more than offering four (4) lectures [of 40 minutes each per week]**, i.e. shall not entail lecturing for more than a total of 160 minutes per week;
2. The staff member in question **shall be recompensed for such additional duties** in the following manner:
 - 2.1 An amount, equal to what would have been paid to a temporary part-time person of basically equal rank and seniority;
 - 2.2 Will be put to the credit *of the Research account* of the *staff* member in question; and
3. Such credit shall, in general, be utilised by such staff member for the purposes of **research** and may entail *inter alia*, the following:
 - 3.1 Payment or part-payment of research visits and/or conference attendance, both nationally and abroad;
 - 3.2 Payment or part-payment of research assistants; and/or
 - 3.3 Payment or part-payment of expenditure of a capital nature [e.g. the acquisition of a laptop computer, etc].
4. **Appointments of replacement staff from academic staff in the full-time permanent employ** of the University shall take place in the following manner:
 - 4.1 A recommendation from the Departmental Chairperson concerned shall be tabled at the Appointments Committee of the Faculty in question;
 - 4.2 The Faculty's Appointments Committee shall consider the effect such appointment will have on:
 - 4.2.1 the department's administration and the programmes offered by the department; and
 - 4.2.2 the research output as well as the administrative and other duties in the department and faculty of the person recommended for appointment as "replacement lecturer".
 - 4.3 The Faculty's Appointments Committee shall forward its recommendation to SUB-SAK.
 - 4.4 In the case of SUB-SAK not being in agreement with the Faculty's recommendation for the appointment of a full-time permanent staff member as "replacement lecturer", the matter shall be referred to SAK for a final decision.

Clause 2.2: Amended and Approved at SAK 97/3 on 24 April 1997 and Clause 2.3 was deleted.

"INTERNAL RELOCATION" POLICY

WHEN A MEMBER OF THE FULL-TIME PERMANENT ACADEMIC STAFF IS ON:

- 1. Study leave;
- 2. Maternity leave; or
- 3. Sick leave

he/she may be replaced, i.e. his/her lecturing and other teaching duties temporarily taken over by either person not in the employ of the University, appointed as a temporary full-time or temporary part-time lecturer or another member of the University's full-time (permanent or contract) academic staff.

In the case of the appointment of a temporary full-time or part-time person not in the employ of the University, SUB-SAK's usual rules and policies still apply.

In the case of the appointment of a member of the University's full-time permanent academic staff; as a "replacement lecturer" for a colleague who is on (approved) study, maternity or sick leave or to fill in the case of a vacant post, the following rules and/or policies shall apply:

- I. The replacement duty shall not exceed more than only four (4) lectures of 40 minutes each per week, i.e. shall not entail lecturing for more than a total of 160 minutes per week;

The staff member in question shall be recompensed for such additional duties in the following manner:

- 2.1 An amount equal to what would have been paid to a temporary part-time person on basically equal rank and seniority; and
- 2.2 Will put to the credit of the research account of the staff member in question.
- 3. Such credit shall, in general, be utilised by such staff member for the purposes of research and entail, *inter alia*, the following:
 - 3.1 Payment or part-payment of research visits and/or conference attendance, both nationally and abroad;
 - 3.2 Payment or part-payment of research assistants; and/or
 - 3.3 Payment or part-payment or expenditure of capital nature (e.g. the acquisition of a laptop computer, etc.)
- 4. Appointments of replacement staff from academic staff in the full-time permanent employ of the University shall take place in the following manner:
 - 4.1 A recommendation from the departmental chairperson concerned shall be tabled at the Appointment Committee of the Faculty in question;
 - 4.2 The Faculty's Appointments Committee shall consider the effect such appointment will have on:
 - 4.2.1 the department's administration and the programmes offered by the department; and
 - 4.2.2 the research output as well as the administrative and other duties in the department and faculty of the person recommended for appointment as "replacement lecturer".
 - 4.3 The Faculty's Appointments Committee shall forward its recommendation to SUB-SAK.
 - 4.4 In the case of SUB-SAK not being in agreement with the Faculty's recommendation for the appointment of a full-time permanent staff member as "replacement lecturer", the matter shall be referred to SAK for a final decision.

7 REPORT FROM SENATE

- 7.1 Proposal regarding the employment of full-time lecturers as "internal replacements",
SUB-SAK Annex 97/2/26, Appendix 3

