



**UNIVERSITY OF VENDA**

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**POLICY ON  
DELEGATION OF AUTHORITY**

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**TITLE AND COPYRIGHT**

Title Policy on Delegation of Authority  
Date 27 November 2009  
Author Mr T J Manenzhe  
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Version 1.00  
Reference UNIVEN HR 0911/01

**1. PURPOSE**

This document provides the framework for standardized decision-making processes and delegation of authority and responsibilities to ensure effective governance and management of the University of Venda.

In terms of section 27(1) of the Higher Education Act no. 101 of 1997 as amended, Council is responsible for the governance of the University, including making rules for the conduct of employees and students.


In terms of Section 68 (12) of the Higher Education Act 101, the Council of the Higher Education institution may delegate some powers to its committees, internal structures or persons as it may deem fit provided that such delegation of powers does not divest Council from its responsibility and accountability for the performance of any function delegated to or assigned to a committee, structure or person.

One such Committee is the Human Resources Committee of Council which operates in consultation with various internal structures and persons to ensure proper governance.

**2. REVIEW DATE**

This policy will be reviewed after three years, or as and when the need arises.

**3. RECORD OF CHANGES**

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
<div data-bbox="225 495 472 678" style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">                     UNIVERSITY OF VENDA                      UNIVERSITY REGISTRAR                      01 DEC 2009                      PRIVATE BAG X5050,                      THOHOYANDOU, 0950                 </div> <p data-bbox="188 763 659 837">Date stamp and signature by the Secretary of Council</p> 		

**4. ABBREVIATIONS**

- VC Vice Chancellor and Principal
- DVC Deputy Vice Chancellor
- HR Human Resources
- EXCO Executive Committee of Council
- EMC Executive Management Committee
- CMIA Communications, Marketing and Institutional Advancement
- HOD Head of Department



01 December 2009

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Vice Chancellor & Principal

\_\_\_\_\_  
Date

## 2. DELEGATION OF AUTHORITY

The delegation of authority to the Human Resources Committee / Structures / Persons.

FUNCTION/RESPON SIBILITIES	FURTHER PROVISION										
	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE SPECIFICALLY INDICATED	SENATE	COUNCIL	MINISTER OF EDUCATION	
<b>1.STAFF MATTERS</b>											
1.1 Approval of Organizational Structure									X		On the recommendation of HR Committee
1.2 Approval of the creation /upgrading / downgrading / relocation / conversion and abolishment of posts									X		On the recommendation of HR Committee
1.3 Approval of creation and filing of posts funded by Donors									X		These appointments are subject to ratification by Council upon approval by the Vice Chancellor and Principal and recommendation by the Human Resources Committee

DEPARTMENT OF HUMAN RESOURCES

	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE SPECIFICALLY INDICATED	SENATE	COUNCIL	MINIST ER OF EDUCA TION	COMMENTS
1.4 Approval of a pro-forma for advertisement						X					On the recommendation of the Director/Dean/Registrar or relevant DVC
1.5 Approval of the short listing of applicants						X					On the recommendation of the line manager in line with the appointment and promotion guidelines
1.6 Approval of deployment, secondment and appointment in acting position						X					On the recommendation of the line manager in line with the appointment and promotions guidelines.
1.7 Approval of appointments of members of Executive Management									X		On recommendation of Interview Committee.
1.8 Approval of appointments of senior staff on post level 1 (e.g. VC)									X		Chairperson of Council signs letter of appointment on recommendation of Interview Committee.
1.9 Approval of appointments of all academic staff (Senior Lecturer to Professor) and non-academic staff on post levels 4-17									X		All appointments are subject to ratification by Council.  Letters of appointment from PL6-17 and from Junior Lecturer to Senior Lecturer will be signed by the DVC Academic/DVC Operations. VC signs letters of appointment of academic support staff from PL2-5 and from Senior Lecturer to Professor.

DEPARTMENT OF HUMAN RESOURCES

	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE SPECIFICALLY INDICATED	SENATE	COUNCIL	MINISTER OF EDUCATION	
1.10 Approval of the appointments of part-time and contract staff not exceeding 12 months						X					On the recommendation of the selection panel.
1.11 Approval of commencing salary package			Director HR								In consultation with the line manager and in accordance with the guidelines for salary determination
1.12 Determination of remuneration levels: Setting of salary scales based on market related packages									X		On the recommendation of the Remuneration Committee
1.13 Approval for promotion of staff									X		On the recommendation of Human Resources Committee
1.15 Approval of appeals for review of applications for promotion						X					On the recommendation of Appeals Committee
1.17 Approval of job evaluation recommendations									X		On the recommendation of Job Evaluation and HR Committees
1.19 Approval of application for promotions									X		On the recommendation of HR Committee
1.20 Approval of payment of non pensionable allowance to certain categories of employees									X		On the recommendation of EMC and ratification by HR Committee
1.21 Approval of travelling and accommodation expenses for candidates invited for interviews			Director HR								
1.22 Approval of remission of tuition, board and lodging fees.			Director HR								On recommendation of Line Managers in line with the policy on remission of tuition, board and lodging fees

DEPARTMENT OF HUMAN RESOURCES

1.23 Approval of the confirmation of permanent appointment after 12 months probation for all staff										X		On the recommendation of the HR Committee
1.24 Approval of Salary Advances					DVC: Operations							On the recommendation of the Director HR
1.25 Approval and implementation of HIV and AIDS Programmes						X						On the recommendation of line manager and HIV and AIDS Committee
1.26 Approval of financial resources for the implementation of HIV and AIDS programs and projects						X						On the recommendation of the line manager and HIV and AIDS Committee



DEPARTMENT OF HUMAN RESOURCES

	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE SPECIFICALLY INDICATED	SENATE	COUNCIL	MINISTER OF EDUCATION	
1.27 Signing of letters of warning to staff		X	X	X	X	X					In liaison with the Head: Employee Relations
1.28 Signing of appointment letters of Senior staff on post levels 1-3 after approval by Council						X			X		On the recommendation of EXCO the VC signs letters of appointment of post levels 2-3 and Chairperson of Council in respect of the VC
1.29. Approval of advance payment for funeral arrangements			Director HR Director Finance								Subject to submission of death certificate and acknowledgement of debt
1.30 Approval of early retirement from age 55; or due to ill health									X		On the recommendation of HR Committee
1.31 Approval of resignation at short notice						X					On recommendation of the line manager

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	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE INDICATED	SENATE	COUNCIL	MINISTER OF EDUCATION	
1.32 Approval of termination of service on account of dismissal						X					On the recommendation of the Disciplinary Committee
1.33 Determination of allowances or any benefit payable to a staff member									X		On the recommendation of EMC and HR Committee
1.34 Approval of HR policies, regulations and Conditions of Service									X		On the recommendation of HR Committee
1.35 Approval of risk and Provident Fund contributions paid by employer and employees									X		On the recommendation of HR Committee and Board of Trustees
1.36 Approval of traveling and subsistence allowance as well as conference fees		X	X	X	Relevant DVC if the amount exceeds R46 0000	X					EMC members to be approved by the VC
1.37 Approval of family responsibility leave			Director HR								On the recommendation of Line Manager

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	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE SPECIFICALLY INDICATED	SENAT E	COUNCIL	MINISTER OF EDUCATI ON	
1.38 Approval of sabbatical leave / study leave / special leave for fellowship programmes with or without pay							HR Committee				On recommendation of EMC
1.39 Approval of 90 sick leave days on half pay after necessary medical reports have been submitted						X					
1.40 Approval of additional sick leave due to an accident at work			Director HR								
1.41 Approval of vacation (non-accumulative) leave	X	X	X	X	X	X					
1.42 Approval of hours of work for academic staff and academic support staff						X					
1.43 Approval of resignation at short notice and or extraordinary circumstances						X					On the recommendation of the line managers
1.44 Approval of leave taken during notice period and or extraordinary circumstances						X					On the recommendation of the Line Manager

DEPARTMENT OF HUMAN RESOURCES

	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE SPECIFICALL Y INDICATED	SENATE	COUNCIL	MINISTER OF EDUCATION	
1.45 Lay charges of misconduct on subordinates for contravention of Disciplinary Manual Procedure		X	X	X	X	X			Chair of Council in the case of the VC		
1.46 Approval of special leave for writing examinations, attending conferences, skills development, seminars & workshops, activities related to the Union responsibilities and other work related meetings outside campus or appear in court as a witness		X	X	X	X	X					
1.47 Approval of unpaid vacation leave up to 22 working days after consultation with the relevant Head of Department		X	X	X	X	X					
1.48 Approval of maternity / paternity, compassionate leave, miscarriage/stillborn child and adoption leave			Director HR								
1.49 Approval of payment of removal expenses for travelling, accommodation and household expenses			Director HR								
1.50 Approval of payment of claims of part-time lecturers, tutors and demonstrators			Director HR								On the recommendation of HOD and Dean

<b>2. REMUNERATION</b>											
	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE SPECIFICALL Y INDICATED	SENATE	COUNCIL	MINISTER OF EDUCATION	
2.1 Approval of application to conduct remunerative work outside employment									X		On the recommendation of the EMC and HR Committee
2.2 Approval of annual general salary increment									X		On recommendation of HR and Finance Committees
2.3 Approval of overtime work			Director HR								On recommendation of the Line Manager
2.4 Approval of payment for overtime			Director HR Director and Finace								
2.5 Appointment of a mediator to deal with cases of sexual harassment						X					
2.6 Appointment of Disciplinary Committee to hear cases of sexual harassment						X			Chairperson of Council in the case of the VC		

DEPARTMENT OF HUMAN RESOURCES

	HOD	DEAN	DIRECTOR	UNIV. REGISTRAR	DVC	VC	COUNCIL COMMITTEE ADVISORY BODY/EMC WHERE SPECIFICALL Y INDICATED	SENATE	COUNCIL	MINISTER OF EDUCATION	
<b>3. TERMINATION OF SERVICE</b>											
3.1 Approval of resignation within the stipulated notice period			Director HR								On the recommendation of Line Manager