



UNIVERSITY OF VENDA

POLICY ON RECRUITMENT, SELECTION AND PLACEMENT

TITLE AND COPYRIGHT

Title	Policy on Recruitment, Selection and Placement
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1. DEFINITIONS AND APPLICATION

The University aims to attract and retain suitably qualified competent and committed academic, administrative and general service workers to enable the University to successfully meet its goals and objectives. The institution therefore reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

1.1 DEFINITIONS

1.1.1 “Academic staff” means Professors, Associate Professors, Senior Lecturers, Lecturers, Junior Lecturers or any other person performing teaching and conducting research on a full-time or Part-Time at the University of Venda.

1.1.2 “Senior Management” means members of management at the level of Director and equivalent ranks.

1.1.3 “Executive Management” means members of staff who are appointed in terms of the provisions of the statute of the University of Venda.

1.1.4 “Administrative staff” means Clerical and Administrative staff or any other person who is employed by the University of Venda to render administrative and/or support services.

1.1.5 “Service staff” means personnel who are employed to perform work of a general nature such as Protection Services, manual labour services, cleaning services and the maintenance of buildings and grounds.

1.1.6 “Permanent posts” means positions that are created, approved by Council and filled on a permanent basis which may be vacated through resignation, death, dismissal or retirement.

1.1.7 “Fixed Term Contracts” means appointments on positions created and approved by Council that are filled for a fixed duration and may be vacated through resignation, death, dismissal or retirement which coincides with the expiry of contract. The contract may be for a minimum of one year and a maximum of five years term renewable performance-based contract guaranteed for two terms.

1.2 APPLICATION

This policy applies to all permanent, fixed term contract, Part-Time and employees appointed on donor funded projects and job applicants. The

institution therefore reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

2. PURPOSE

This policy provides guidelines for the efficient, fair and transparent recruitment process which assist the University to recruit suitably qualified staff.

3. POLICY STATEMENT

The University of Venda will adhere to a well documented procedure in the recruitment, selection and placement policy.

4. POLICY GUIDELINES

- 4.1 All requests for advertisement of posts should be channelled through the Human Resources Department. On the recommendation of the Dean / Director, Registrar, DVC, and VC, the Director of Human Resources will approve the advertisement / filling of academic/administrative posts subject to the operational requirement and strategic imperatives of the University of Venda.
- 4.2 The recruitment of staff will be made on the substantive post after identification of a need to fill an approved post by Council. Posts for donor funded projects will be filled subject the approval of the Vice Chancellor and Principal on the recommendation of the Dean/Director/Registrar/DVC while the filling of Part Time positions will be approved by the DVC: Academic on the recommendation of the Dean.
- 4.3 In cases where there is an urgent need to fill the post which has not been approved by Council whose delay may be detrimental to the smooth function of the University, the Vice Chancellor and Principal may with prior consultation and approval of the Chairperson of Human Resources Committee fill the position. The proposal for the creation of the post will be submitted to the Human Resources Committee for retrospective approval and ratification by Council.
- 4.4 The Dean / Director /Registrar /DVC / VC shall draft an advertisement stipulating the requirements for the post which must be in line with the appointment and promotion guidelines approved by Council.
- 4.5 The pro-forma for advertisement must be accompanied by the following:

- 4.5.1 A job description, job specification and competencies required;
 - 4.5.2 A brief motivation why the post should be filled.
 - 4.5.3 Proof that the post has been budgeted for.
 - 4.5.4 Approved departmental establishment.
- 4.6 Heads of academic departments and Deans are allowed to exercise the discretion to advertise posts to cover a wider spectrum as follows : Professor/Associate Professor/Senior Lecturer/Lecturer/Junior Lecturer.
- 4.7 Only positions which have been approved by Council and have been budgeted for shall be filled.
- 4.8 The Director of Human Resources and the Director of Finance must sign the proforma for advertisement to confirm that the post has been approved by Council and budgeted for.
- 4.9 The Human Resources Department is responsible for ensuring that fair and consistent recruitment and selection practices are adhered to throughout the institution.
- 4.10 The pro-forma for advertisement of the post must be submitted to the Human Resources Department at least 5 working days prior to the proposed date of placement in the media to allow the Department to prepare the documentation and other logistics.
- 4.11 An advert shall run for 30 days before the closing date. For urgent cases which need suitable replacements at short notice, e.g. part-time the advert shall run for two to three weeks.
- 4.12 The Human Resources Department will receive and keep the records of all the applications received by end of business of the closing date. Applications received after the closing date will not be considered. After the closing date, the file containing applications received will be forwarded to the Dean/Director/Registrar/DVC/VC within five working days. The file should be returned to the Human Resource Department within three days to arrange for the interview.
- 4.13 Junior Lecturer to Lecturer and administrative posts from PL17-9 will be advertised in the local and national newspapers. Senior academic and administrative posts from P6-4 will be advertised in the national newspapers as well as professional magazines, and shall also be published on the University website, academic careers and intranet. No position shall be advertised on the radio.

- 4.14 All foreign qualifications must be evaluated by SAQA before an appointment is made. The Human Resources Department will facilitate the procurement of the necessary documentation such as SAQA evaluation certificate and Labour Reports for purpose of application for work permit.
- 4.15 Costs for requisite work and residence permits, as well as costs related to evaluation of educational qualifications shall be borne by the employer and recovered from the prospective employee on assumption of duty. In cases where the candidate fails to assume duty for whatever reasons, such as expenditure will be treated as a loss to the University.

5. CATEGORIES OF POSTS

Filling of posts can be made under the following categories:

5.1 Permanent posts

Permanent posts are positions that are filled for an indefinite period which are vacated by incumbents or are created and approved by Council.

5.2 Fixed term contract

- 5.2.1 Fixed Term Contracts are appointments on positions created and approved by Council that are filled for a fixed duration, and may be vacated through resignation, death, dismissal or retirement which coincides with the expiry of contract. The contract may be for a minimum of one year and a maximum of five years. Fixed term contracts will be performance-based, renewable after the first term subject to performance

This provision is necessary to regulate the appointments of senior and executive management staff as well as other categories of administrative and academic staff appointed on fixed term contracts to ensure job security, continuity and sustained commitment as part of the retention strategy.

Non-South African citizens who are in possession of a South African Permanent Resident Permit or those who acquired the resident permit while on contract appointments will automatically be appointed on permanent basis upon submission of such permanent resident permit.

- 5.2.2 The appointment of fixed term contract shall be for a probationary period of 12 months as applicable to other employees except for employees who are appointed on a contract of 12 months or less. All members of staff appointed at the University of Venda shall be required to sign a performance contract as and when required.

The University shall have the right to terminate the contract of any staff member for poor performance after a due process has been followed. A member of staff who has served the probation during the first five year term will not be required to serve another probation during the second term and subsequent appointment in the same position after the post has been re-advertised.

5.3 Part-Time Staff

5.3.1 Part-Time staff are employees who are engaged by the University to work on a part-time basis. Part-Time staff can be classified under two categories, namely, regular and block teaching Part-Time staff. The appointment of Part-Time staff shall be made as a stop gap measure to allow the department to recruit a suitable candidate when the need arises.

5.3.2 The Department which envisages to appoint Part-Time must submit a motivation for the need to appoint a Part-Time staff.

5.3.2.1 Part-time remuneration claims, travel and accommodation expenses in respect of part-time staff appointed on block-teaching basis shall be defrayed from the Department of Human Resources personnel budget.

5.3.2.2 The appointment of Part-time Lecturer on block-teaching basis shall only be made under exceptional circumstances.

5.3.3 The following circumstances may warrant justification to appoint Block Teaching Part-Time staff:

5.3.3.1 A local Part-Time lecturer was not found after placing an advertisement locally.

5.3.3.2 The vacant position could not be filled immediately and there is possibility that students may not be taught a module or course during a particular semester.

5.3.3.3 There is no other staff member in the department who can teach the module/course.

5.3.3.4 The successful candidate will not be able to commute to and from the University daily due to distance.

5.3.4 All Part-Time posts shall be advertised in the local newspaper except senior positions such as Senior Lecturer/Associate Professor and Professor. The Head of Department will draft the advertisement in consultation with the Dean stipulating the requirements for the post. The criteria for appointment of Part-Time staff shall be similar to those applicable to permanent academic staff as contained in the appointments and promotion guidelines approved by Council.

A prospective applicant who had previously served at the University of Venda in a Part-Time capacity will not be subjected to another selection interview if the same person is to be reappointed in a similar position.

- 5.3.5 Engagement of internal academic and admin staff members as part-time staff in departments other than their primary departments will be made subject to indication of proof that neither department will be adversely affected by the arrangement and will be made with the approval of the Vice Chancellor and Principal on the recommendations of the HOD/Dean/Director and DVC: Academic.

In the case of the applicant being a Director, his/her appointment will be approved by the Vice Chancellor and Principal on the recommendation of the Registrar or relevant DVC.

- 5.3.6 A Part-Time staff member who resides within the radius of 80 km may be employed to teach on regular basis as he/she can travel to and from the University on a daily basis. Part-time staff who resides within the 80 km radius will be reimbursed for traveling expenses at the rate which shall be determined by Council from time to time. The applicable rate shall be multiplied by the distance in km travelled between the Part-Time lecturer's residence and the University. The calculation is based on a single (one way) trip, the maximum of which is 80km.
- 5.3.7 Part-Time Lecturers will be paid for the number of hours worked which have been approved by the Head of Department and Deans. The applicable rate is inclusive of setting tests, preparation of lecture notes, setting and marking of tests and consultation with students for modules which the Part-Time lecturer is offering. The marking of examination answer books will be processed by Examination Office and will be paid separately at a rate which will be determined and approved by Council from time to time.
- 5.3.8 Part-Time lecturers appointed on a weekly block basis shall have to travel/report once a week, whereas those appointed on quarterly block basis will have to travel/report twice in a quarter. If teaching is done quarterly, the number of days in which he/she is going to conduct lectures should not be less than 4 days per visit. Deviation from these policy guidelines shall be allowed in circumstances where a Part-Time lecturer appointed is unable to stay away from his/her place of employment for four consecutive days due to work commitment. In such instances, Part-Time staff will be allowed to commute to and from his/her place of residence on weekends.

5.3.9 Because of the exceptional circumstances under which block teaching Part-Time lecturers are appointed, they shall be reimbursed for the total distance of kilometres travelled to and from the University, including tollgate fees per trip.

5.3.10 The University shall pay for a maximum of one trip per week or two trips per quarter. Weekly block teaching is allowed only for Part-Time lecturers who reside within a 200 km radius. Consequently, the maximum permissible distance for weekly block teaching shall be 400km per return trip. Quarterly block teaching is for Part-Time lecturers who reside outside the 200 km radius. The maximum permissible distance for quarterly block teaching is 1800 km per return trip. Reimbursement of traveling expenses shall be at an applicable rate per km as determined by Council from time to time. Where a Part-Time staff used public transport he or she will be required to submit receipts before payment is processed.

5.3.11 The University will arrange and pay for the accommodation of the Part-Time lecturer on block teaching where applicable. Travel and accommodation expenses including tollgate fees incurred by a Part-Time lecturer will be defrayed from the Human Resources personnel budget.

5.3.12 The appointment of Part-Time staff shall be approved by the Dean on the recommendation of the HOD. Part-Time staff shall not be entitled to other benefits applicable to permanent staff.

5.4 APPOINTMENT OF VISITING PROFESSIONALS / EMERITUS PROFESSORS / CHAIRS / EXTRA-ORDINARY PROFESSORS, RESEARCH PROFESSORS, RETIRED PERSONNEL AND INDIVIDUALS OFFERED JOINT APPOINTMENTS.

5.4.1 The Department which envisages to appoint personnel classified under any of the categories mentioned above should make provision in their budget, or else the appointment can be made against an approved vacant post which exists on the establishment provided provision has been made in the budget. The appointment of Emeritus Professor shall be made in accordance with the provisions of chapter 16 of the University Statute and shall be submitted to Senate for approval and Council for ratification on the recommendation of the Dean and VC.

5.4.2 Chairs will be externally funded and therefore not be entitled to any remuneration and benefits applicable to members of staff.

5.4.3 The appointment of professionals mentioned in item 5.4 will be for a minimum period of twelve months to a maximum of three years, after which the

appointment may be renewed based on the operational needs of the University and the performance of the respective individuals

- 5.4.4 The visiting professionals will be at a rank of Associate Professor or full Professor whereas that of Emeritus Professor shall be a full Professor who has a good research track record and distinguished scholarship. The appointments of other categories of visiting staff shall be made in accordance with the appointment and promotion guidelines and shall be submitted to the Human Resources Committee for approval and Council for ratification on the recommendation of the Dean and EMC.
- 5.4.5 The University shall pay travel, removal and accommodation expenses for a visiting Professional / Emeritus Professor / Extra Ordinary Professor / Research Professor / Retired Personnel and Individuals on Joint Appointment and his dependants, namely, spouse, financially dependent children where applicable upon appointment in terms of the University policy on Removal and relocation of household expenses.
- 5.4.6 A Visiting Professor / Emeritus Professor / Extra Ordinary Professor / Research Professor and Retired Personnel will contribute toward Group Life Provident Fund in accordance with the rules of the Fund provided he/she is under the age of 65.
- 5.4.7 Membership to a medical aid scheme is voluntary.
- 5.4.8 Membership of the University's Group Life Assurance Scheme to which the University also contributes is compulsory. This benefit shall, however, be applicable to staff members who are under the age of 65.
- 5.4.9 A Visiting Professor / Emeritus Professor / Extra Ordinary Professor/ Research Professor and Retired Personnel will be entitled to the housing benefit applicable to other members of staff as laid down in the University Housing Policy.
- 5.4.10 Visiting Professors / Emeritus Professors / Extra Ordinary Professor / Research Professor and Retired Personnel will be paid remission of tuition and residence fees in respect of themselves, spouses and dependent children under the age of 26.
- 5.4.11 Visiting Professors / Emeritus Professors will be entitled to the same leave packages applicable to other members of staff in terms of the University Policy.

5.4.12 Salary determination of the categories of employees mentioned in item 5.6 will be determined by the Director Human Resources in consultation with the Dean / DVC: Academic / VC in accordance with the guidelines for salary determination.

5.5 Tutors

5.5.1 The primary purpose for the appointment of tutors is to enhance classroom pedagogy. Tutors should only be appointed from the pool of graduates or postgraduate students particularly those who demonstrate scholarship and maintain excellent academic records. The appointment of Tutors should be initiated by the Head of Department who must submit same to the office of the Dean and Deputy Vice Chancellor Academic for recommendation and approval.

5.5.2 The appointment of tutors will be subject to the following conditions:

- 5.5.2.1 Tutors shall be registered students during a particular academic year.
- 5.5.2.2 Graduates and post-graduate students shall be given preference as tutors.
- 5.5.2.3 Tutors shall not offer more than four hours practical work per week.
- 5.5.2.4 The ratio of 1 (one) tutor per 30 students per module shall be regarded as the norm at undergraduate degree level.
- 5.5.2.5 Deans and the Deputy Vice-Chancellor (Academic) must exercise strict control on the appointment of tutors to ensure that appointments are made within the approved budget.
- 5.5.2.6 Graduate student tutors and undergraduate student tutors shall be paid per approved tariffs. No travelling allowances shall be paid to tutors.
- 5.5.2.7 The Department of Human Resources shall monitor the adherence to the policy

5.6 Donor funded posts

5.6.1 Donor-funded posts are fixed term contract positions created for the duration or lifespan of the project. These positions are sponsored by outside donors and shall be filled subject to approval by the Vice-Chancellor and Principal and shall be submitted to the Human Resources Committee and Council for ratification after the appointments have been made.

5.7 Appointment of Deans

5.7.1 The University of Venda has adopted the system of collegial Deanship in which successful candidates are appointed on a five year performance based

contract. The Deanship position is not a substantive post, and therefore, whenever a vacancy occurs, an internal advertisement is circulated to all members of staff inviting applications from suitably qualified candidates who may be interested in the post. The candidate who applied for the Deanship position must be a Head of Department holding a PhD degree, Associate Professor or full Professor except in the scarce skills area of Law and Accounting where candidates are appointed as Associate Professor or Professor without a PhD degree.

5.7.2 A Dean shall be appointed on a five-year performance-based contract. If the Dean resigns before the expiry of his/her of the contract, the position will be advertised and a new Dean will be appointed on the prevailing terms and conditions of service.

5.7.3 A Dean shall be appointed on a five year renewable contract based on performance for a maximum of two terms.

5.7.4 Deans shall be involved in minimum academic activities, including research and postgraduate supervision.

6. THE RECRUITMENT PROCESSES

6.1 Internal advertisement

6.1.1 Internal advertisement shall be used as a mechanism to absorb internal candidates in vacancies which warrant to be filled by internal staff members who are already appointed in substantive posts as a retention and succession planning strategy. The internal members shall be informed of the existing vacancies through the university website and intranet.

6.2 External Advertisement

6.2.1 Posts shall be advertised externally through press media in the local and national newspapers as well as professional journals. A position may be readvertised only once. Where there is poor response the Department shall be allowed to headhunt.

6.3 Head Hunting

6.3.1 Head Hunting shall be pursued when the department / faculty / Centre / Institute wants to recruit a candidate(s) with special skills and the potential to successfully fill certain professional, managerial and technical positions which have previously been advertised without success. The candidate(s) should be someone who is already successfully employed by a competitive organization or tertiary institution. The Dean / Director / Registrar / DVC / VC will initiate the process in consultation with the Director Human Resources

who should obtain the CV and academic qualifications and referees reports of the prospective candidate. The Director Human Resources will prepare a submission to the VC for approval on the recommendation of the relevant DVC before the candidate is invited for an interview. The candidate(s) shall be subjected to the same screening and selection process as other applicants.

6.3.2 The adverts should further specify as follows:

6.3.2.1 "The University of Venda is an equal opportunity employer", and that

6.3.2.2 "The University reserves the right not to make an appointment".

6.3.3 Applicants who are not contacted within 30 days from the closing date should consider that their applications were not successful.

7. SHORTLISTING OF CANDIDATES

7.1 The Vice-Chancellor or his representative (DVC Academic and DVC Operations) shall ensure that the selection is fair by appointing Selection Committees that are broadly representative of all the constituencies on campus.

7.2 A shortlisting panel should be constituted according to the level of the position as indicated under item 8.

7.3 The Head of Department shall scrutinize candidates' applications and CVs and select at least three candidates who closely match the post specifications stipulated in the advertisement. He/she must complete a shortlist form indicating the synopsis of each candidate's attributes which must be submitted to the Vice Chancellor for approval on the recommendation of the Dean/Director/Registrar or relevant DVC.

7.4 The Vice-Chancellor and Principal or the appropriate Deputy Vice-Chancellor or the Registrar may approve the shortlist and the selection panel.

7.5 No panel member shall be lower or equal in rank than the candidate being interviewed unless he/she is the Head of the Department or the Director Human Resources or his/her representative who sits in the selection interview rendering secretarial support.

8. COMPOSITION OF THE SELECTION COMMITTEES

8.1 SELECTION COMMITTEE FOR ACADEMIC STAFF

The Selection Committee of all positions must be comprised by members within the Departments/Schools and co-opted members from other cognate

units who have the relevant expertise in the field. Guidelines contained in the assessment form must be adhered to and each member of the Selection Committee is required to make his/her assessment based on the rating score reflected therein.

8.1.1 Composition of the selection committee for full Professor and Associate Professor posts will be as follows :

Vice-Chancellor or his/her representative (Chairperson)
Deputy Vice Chancellor (Academic)
Dean
Head of Department
Full Professor in the Department
Co-opted member(s) from cognate departments
Senate Representative
External Assessor (two at most)
Director of Human Resources and/or his/her representative
Academic Staff Representative
SRA representative

8.1.2 Composition of the Selection committee for a Senior Lecturer and Lecturer Deputy Vice Chancellor Academic (Chairperson)

Dean
Head of Department
Director of Human Resources and/or his/her representative
Other co-opted member(s) from cognate departments
Senate representative
Academic Staff representative
SRA representative

8.1.3 Composition of Selection Committee for Junior Lecturer and Part-Time Lecturer

Dean (Chairperson)
Other co-opted members from cognate departments
Director Human Resources and/or his/her representative
Senate Representative (in the case of Part-Time Associate Professor)
Academic Staff Representative
SRA representative

8.2. SELECTION COMMITTEE FOR NON-ACADEMIC POSTS

8.2.1 The Selection Committee for PL5–3 shall be constituted as follows:

Vice-Chancellor and Principal or his/her representative (Chairperson)
Deputy Vice Chancellor (Operations)
Deputy Vice Chancellor: Academic or if co-opted

University Registrar
Director Human Resources and/or his/her representative.
Head of Department
Other co-opted member(s) from cognate departments
External Assessor (two at most)
Senate representative
Admin Staff representative

8.2.2 Composition of the Selection Committee for PL6 -8

Deputy Vice-Chancellor Operations or his/her representatives (Chairperson)
External Assessor (one if necessary)
Head of Department
Director Human Resources and/or his/her representative
Senate representative
Other co-opted members from cognate departments
Admin Staff Representative

8.2.3 Composition of the Selection Committees for PL9 – 17

Director (Chairperson)
Director Human Resources and/or his/her representative
Two Senior members within the Department
One co-opted member from cognate departments
Admin/Service Staff Representative

At least two SRA representatives should be invited to sit in the selection panel when the interview of Director Student Affairs is conducted.

In cases where some panel members are not available due to unforeseen circumstances, the interview shall continue provided the following members are present:

Chairperson or his/her representative
Dean
Director Human Resources and/or his/her representative
HOD
External assessor (at least one) in the case of senior academic and administrative posts.

9. RECOMMENDATIONS OF THE SELECTION COMMITTEE

- 9.1 The selection panel must assess the candidates against the explicit minimum job-related criteria approved by Council. In addition, the panel must also take into consideration the following general guidelines:
- 9.1.1 Specific skills required;
 - 9.1.2 Work experience;
 - 9.1.3 Qualifications which the candidate possesses and not qualifications to be achieved in future.
 - 9.1.4 The Curriculum Vitae of the candidate must be verified with the previous employer to check if the candidate is the owner of the same.
 - 9.1.5 Other job specific requirements (e.g registration with professional bodies)
- 9.2 Interpersonal skills, leadership and other attributes which are contained in the interview assessment form to be furnished by the Human Resource Department
- 9.3 Academic and professional stature
- 9.4 Equity/profile of the department
- 9.5 Lack of appropriate qualifications/experience and negative reports from referees may disqualify the candidate to be considered as a suitable candidate for the post.
- 9.6 The Chairperson will not allow deviations from the above mentioned guidelines.
- 9.7 All appointments will be subject to obtaining three positive reference reports one of which will be from the previous employer if the candidate was previously employed and two positive reference report in case of candidates who are employed for the first time
- 9.8 Recommendations of the interviewing Committee shall be based on the points scored by the panel members on attributes reflected in the interview assessment form as well as qualitative assessment on the overall performance of the candidate. The candidate with the highest score shall after consensus by the panel be recommended for appointment. The Selection Committee should take into account the psychometric test results before making an appointment, where applicable candidates for all middle, senior and executive management (PL5-1) will be subjected to a psychometric test.
- 9.9 The Department of Human Resources shall provide expertise and advisory function on recruitment matters as well as recording the summary of the interview and the recommendations of the selection committee.
- 9.10 The recommendations of the Selection committee shall be submitted to the Office of the Vice-Chancellor and Principal for approval and his/her signature.

10. OFFER OF EMPLOYMENT

- 10.1 The appointments of all staff members at the University are subject to ratification by Council.
- 10.2 The Vice Chancellor and Principal shall sign letters of appointments of staff members appointed as Senior Lecturer to Professor and from peromnes 6-3 in respect of admin staff. Appointments of Part-Time Lecturers up to Lecturer shall be signed by the Deputy Vice-Chancellor Academic while Deputy Vice-Chancellor Operations will sign letters of appointment of staff appointed on PL7 to 17. A letter of appointment outlining the conditions of service and benefits should be forwarded to the successful candidate within 10 working days from the date of the interview.
- 10.3 Acceptance of the offer must be in writing and must reach the Human Resources Department within 10 days from the date of the offer. Unsuccessful shortlisted candidates must be informed by the Human Resource Department within 5 working days after acceptance/non acceptance of the offer.
- 10.4 All appointments are subject to submission of original copies of the academic qualifications and positive references. Qualification checks must be conducted with the relevant institutions where the candidate does not supply original certified copies of qualifications. Three positive references shall be submitted in writing, one of which must be from the previous employer. Reference and background checking shall be made in order to assess suitability for a particular role against the role requirements as stated in the advertisement. This information shall be used to verify and supplement information obtained during the screening and interview process.
- 10.5 Preference shall be given to South African candidates and permanent residence permit holders who have suitable qualifications.
- 10.6 The appointment of foreign nationals on a permanent, contract or temporary capacity shall be made subject to the following :
- 10.6.1 Submission of a valid residence permit issued by the Department of Home Affairs in compliance with the immigration laws
- 10.6.2 Evaluation of foreign qualifications by the South African Qualifications Authority to determine their equivalence to the South African qualification before appointment is made. The Department of Human Resources will facilitate the process. The cost of evaluating the qualifications and obtaining work permit shall be borne by the employer and shall be recovered from the prospective employee on assumption of duty. Where the candidate fails to assume duty for whatever reasons, such expenditure will be treated as a loss to the University.

11. SALARY DETERMINATION UPON APPOINTMENT

Before an offer is made, the prospective employee shall submit proof of the current salary to the Human Resources Department for purposes of salary determination.

- 11.1 The determination of the salary notch of a newly appointed staff will be made by the Director Human Resources in consultation with the Dean/Director/Registrar relevant DVC or VC in terms of the remuneration guidelines.

12. PROBATION MANAGEMENT

- 12.1 The appointment of all new staff members at the University of Venda shall be for a probationary period of not more than 12 months.
- 12.2 The purpose of probation is to give the employer an opportunity to evaluate the employee's performance before confirming appointment
- 12.3 The line manager shall assess the employee who is placed on probation during the first six months and provide the necessary guidance and proper training where necessary to ensure that the new employee is competent to carry out his/her duties.
- 12.4 The employee's performance will be assessed bi-annually in order to establish whether:
- 12.4.1 the appointment may be confirmed as permanent
- 12.4.2 the employee's probationary period may be extended for the reasons that relate to the purpose of probation.
- 12.4.3 the appointment may be terminated on grounds of poor performance subject to a disciplinary inquiry in terms of the University of Venda Code of Conduct. The University will use the guidelines provided by the Labour Relations Act 66 of 1995 (as amended) to deal with issues relating to probation so as to ensure consistency and fairness in the process.

13. PLACEMENT

- 13.1 Placement shall involve careful consideration of the University's needs to fill a post and the employee's motivation based on information such as :
- 13.1.1 the employee's performance
- 13.1.2 the individual employee's preference for career development
- 13.1.3 opportunities for promotion
- 13.2 The placement process shall endeavour to ensure that employees (including new recruits) are placed in particular jobs for optimum utilization.

14. EMPLOYEE ORIENTATION

- 14.1 The Organisation Development and Training Unit of the Human Resources Department, in consultation with the Head of Department, shall

arrange a compulsory orientation for newly appointed staff not later than 10 days from the date of assumption of duty.

- 14.2 The Human Resources Department shall ensure that new employees understand their roles in relation to the vision and strategic focus of the University of Venda. Academic and Administrative Heads of various departments (Deans / Directors / Registrar / DVC / VC) will be invited to make presentations of the roles of their respective units in support of the core business.

15. CRITERIA FOR APPOINTMENT AND PROMOTION

The criteria for appointment and promotions for academic and administrative staff approved by Council shall be used as the guidelines for appointments and promotions of staff.

16. RELATED POLICIES AND DOCUMENTATIONS

- 16.1 Transfer policy
- 16.2 Appointment and promotion guidelines for Academic and Support staff
- 16.3 Employment Equity
- 16.4 Psychometric Test

17. REGULATORY FRAMEWORK



This policy must comply with the following:

- 17.1 Basic Conditions of Employment Act
- 17.2 The Employment Equity Act
- 17.3 The Labour Relations Act
- 17.4 Skills Development Act
- 17.5 Income Tax Act

18. REVIEW DATE

The policy will be reviewed after three years or as and when the need arises

19. RECORD OF CHANGES

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
 <p>Date stamp and signature by the Secretary of Council</p> 		

20. LIST OF ABBREVIATIONS AND ACRONYMS

- HR.....Human Resources
- WWW.....World Wide Web
- UNIVEN.....University of Venda



Vice Chancellor & Principal

01 December 2009

Date

