

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



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| Policy Name/Title: Amended Remit of the Institutional Forum | | | | | | | | | | | | | | | | | |
| Policy Group(s): Delete categories that are not relevant. | Support Service Policies: Governance | | | | | | | | | | | | | | | | |
| Type: Tick document category | <table border="1"> <tr> <td>Policy</td> <td></td> <td>Guideline</td> <td></td> <td>Remit</td> <td>X</td> <td>Constitution</td> <td></td> </tr> <tr> <td>Procedure</td> <td></td> <td>Regulation</td> <td></td> <td>Plan</td> <td></td> <td>Directives</td> <td></td> </tr> </table> | Policy | | Guideline | | Remit | X | Constitution | | Procedure | | Regulation | | Plan | | Directives | |
| Policy | | Guideline | | Remit | X | Constitution | | | | | | | | | | | |
| Procedure | | Regulation | | Plan | | Directives | | | | | | | | | | | |
| UFS Statute and/or regulation reference number and date: | UFS Statute, Government Gazette, No 48187, 10 March 2023 | | | | | | | | | | | | | | | | |
| Relevant legislation and/or policy, codes of practice, professional authorities: | | | | | | | | | | | | | | | | | |
| Relevant institutional policies/manuals | | | | | | | | | | | | | | | | | |
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| Contact person | Deputy Registrar: Governance and Policy | | | | | | | | | | | | | | | | |
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| <u>Prof A Rhoda (Acting)</u> Vice-Chancellor and Principal | <u>09 December 2024</u> Date | | | | | | | | | | | | | | | | |

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| Document name: | Amended Remit of the Institutional Forum of the University of the Free State |
| Co-ordinating Rectorate member: | Registrar |
| Recommended by: | Institutional Forum: 19 November 2024 |
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AMENDED REMIT OF THE INSTITUTIONAL FORUM OF THE UNIVERSITY OF THE FREE STATE

1. Name of the Forum

The name of this forum is the Institutional Forum ("IF") of the University of the Free State ("UFS").

2. Statement of aim

2.1 The IF is established in terms of section 26(2)(f) of the Higher Education Act 101 of 1997 (as amended), read with sections 31 and paragraphs 30 (1) to 32 of the Statute of the UFS.

3. Membership

3.1 The IF is comprised of the following members:

3.1.1 Two representatives of the University Management Committee (UMC), designated by the UMC;

3.1.2 Two representatives of the Council, designated by the Council;

3.1.3 Two representatives of the Senate, elected by the Senate;

3.1.4 Two representatives of the UFS's academic employees (other than Senate members), elected by the academic employees;

3.1.5 Four representatives of employees other than academic employees, elected by employees other than academic employees;

3.1.6 Two representatives of the ISRC, designated by the ISRC;

3.1.7 Two representatives of the recognised trade unions representing employees of the UFS, designated by the trade unions;

3.1.8 one (1) or two (2) designated representatives of other stakeholder groups (as identified by the IF and approved by the Council) provided that, when such a group ceases to exist, the membership of its representative(s) ends, and

3.1.9 One member of the Convocation, which member should be an employee of the UFS.

3.2 The Registrar facilitates the process in terms of which members are elected or designated.

3.3 The relevant bodies or groups designate or elect members in accordance with their internal designation or election procedures (if any), with due attention to representativity on the grounds of gender, race and disability.

- 3.4 Where no internal designation or election procedures exist, the Registrar determines such procedures.
- 3.5 Nomination of representatives shall be transparent and democratic, and each constituency shall follow the procedure within its own constituency and submit the names of its representatives to the Registrar.
- 3.6 While members of the IF may be elected by their sectoral constituencies, the members of the IF serve in their individual capacities and shall subject themselves to all the policies and rules of the UFS and its governance structures.

4. Term of office

- 4.1 Members appointed in terms of paragraphs 3.1.1 to 3.1.5 and 3.1.7 to 3.1.9 shall serve a three-year (3) term, unless a member resigns in writing or vacates office for any other reason.
- 4.2 Members appointed in terms of paragraph 3.1.6 will serve for a period of one (1) year, which will coincide with their term of office, as ISRC members.
- 4.3 Members may be re-elected, redesignated or reapproved at the end of a term of office by their bodies or groups. Members will serve a three-year (3) term, with a maximum of two three-year (3) terms consecutively.
- 4.4 The IF membership of a person representing a body or group on the IF is terminated when such person ceases to be a member of the body or group.
- 4.5 Under justifiable circumstances, a member of the IF may resign, or his/her constituency may be requested to replace him/her with another representative.
- 4.6 A vacancy on the IF caused by resignation contemplated in paragraph 31(1) of the Statute, death or the vacation of office by a member, shall be filled for the remaining portion of such member's period of office.

5. Functions and responsibilities

- 5.1 The IF is an advisory body and must advise the Council on issues affecting the UFS as required by the Act, including but not limited to:
- 5.1.1 the implementation of the Higher Education Act, 1997 (as amended), and the national policy on higher education;
 - 5.1.2 policies on race, gender equality and other aspects of discrimination referred to in relevant legislation;

- 5.1.3 the processes followed in the selection of candidates for senior management positions and the suitability of intended appointees for meeting equity targets;
- 5.1.4 codes of conduct, conciliation, mediation and dispute resolution procedures;
- 5.1.5 the fostering of an institutional culture which promotes:
 - a) tolerance and respect for human dignity and fundamental human rights, and
 - b) a positive environment for teaching, research and learning.
- 5.1.6 the Language Policy of the UFS.
- 5.2 The IF shall perform such other functions as may be delegated or assigned to it by the Council.
- 5.3 Where the Council does not accept the advice given by the IF, the Council must provide written reasons for not doing so.
- 5.4 The IF shall annually review the Remit and submit the recommended amendments to the Council for consideration and approval.

6. Delegated authority

- 6.1 The IF is an advisory body and must advise the Council on issues affecting the UFS and shall perform such other functions as may be delegated or assigned to it by the Council.

7. Meetings and procedures

- 7.1 The IF shall convene at least four (4) times annually, one meeting in each term.
- 7.2 The IF elects from among its members a Chairperson, a Vice-Chairperson and a Secretary, who plays a crucial role in the operational management and strategic coordination of the IF, ensuring that its activities are well-planned, effectively managed, and contribute to achieving its goals.
- 7.3 The term of office of the Chairperson and the Vice-Chairperson coincide with their respective terms of office as members of the IF.
- 7.4 When the office of Chairperson or Vice-Chairperson becomes vacant, a successor is elected by the IF at its next meeting.
- 7.5 Whenever both the Chairperson and the Vice-Chairperson are absent from a meeting of the IF, the members present must elect a person from among themselves to preside at that meeting.
- 7.6 The Registrar regularly gives feedback on the Council's acceptance, partial acceptance or non-acceptance of the IF's advice.

- 7.7 The IF may establish committees to perform any of its functions and may appoint persons, whether or not they are members of the IF, as members of such committees.
- 7.8 The IF is not divested of responsibility for the performance of any function delegated or assigned to a committee.
- 7.9 The Chairperson, Vice-Chairperson and Secretary form the executive of the IF to deal with the day-to-day management of the IF.
- 7.10 The IF determines its own procedure at meetings, with due observance of the generally accepted norms of fair administrative process.
- 7.11 The IF preferably takes decisions with full or sufficient consensus. The quorum of a meeting consists of fifty percent (50%) plus one (1) of the members holding office who are present at the meeting. Where there is a fraction, this is to be rounded off to the next whole number.
- 7.12 The secretary ensures that minutes of all meetings of the IF executive committee are kept by the secretariat.
- 7.13 The Meeting Administration Department is responsible for secretariat services.
- 7.14 At least four (4) days before each meeting of the IF, the secretary ensures that the secretariat sends out to each member an agenda indicating the date, venue and time of the meeting, as well as matters for discussion.
- 7.15 Members of the IF who want to place matters for discussion on the agenda, must inform the secretariat of such matters in writing at least seven (7) days before the date of a meeting.
- 7.16 Members of the IF shall not be permitted to send substitutes or proxies to IF meetings, except in extraordinary circumstances and with the agreement of the Chairperson for that meeting. However, elected members of the IF shall not send substitutes or proxies to attend any IF meetings.
- 7.17 The Chairperson can, at any time, convene an extraordinary meeting of the IF with mention of the matters for discussion. Such a meeting should preferably take place with at least a twenty-four (24)-hour notice period.
- 7.18 At the written request of at least eight (8) members of the IF, the Chairperson must convene an extraordinary meeting, provided that the request is accompanied by a short description and motivation of the agenda points.
- 7.19 Members of the IF have the right to have a minority viewpoint recorded in the minutes as an alternative to the consensus opinion.

- 7.20 Where the Council has asked the IF for advice on a specific issue and no proposal of advice wins the support of at least seventy-five percent (75%) of the members present, the Chairperson is compelled to convene a follow-up meeting within two (2) weeks.
- 7.21 If the IF fails to come to an advisory decision during the follow-up meeting, a summary of the various points of view must be formulated and submitted to the Council.
- 7.22 Where an advisory decision was made by the IF to be submitted to the Council, members who supported a minority view may formulate their view in writing and submit it to the Council via the executive of the IF.

8. Evaluation of the IF's Performance

- 8.1 The performance of the IF shall be evaluated annually by the Council.