

PROCEDURES FOR NOMINATION AND ELECTION OF A CHANCELLOR

1. INTENT

To give effect to Section 5(1) of the Statute by establishing a framework and clear set of procedures and guidelines on the nomination, election and appointment of a Chancellor.

2. SCOPE

These procedures are applicable to all nominations, election and appointment of a Chancellor and possibly extension of the term of office of the Chancellor.

3. PURPOSE

- 3.1 To ensure compliance with the principles of inclusivity, democracy and transparency.
- 3.2 To ensure that uniform principles and practices apply in appointment of a Chancellor and extension of the term of office of a Chancellor.

4. DEFINITIONS AND ABBREVIATIONS

“Ad-hoc Committee” is the committee of Council, comprised of all the University stakeholders established for the purpose of facilitating the process of nomination for election of a Chancellor

“External member of Council” is a Council members who is neither the employee nor the student of the University.

5. PROCEDURES

Eighteen (18) months before the expiry of a Chancellor’s term of office, the Vice-Chancellor, shall notify Council about the impending vacancy. Council shall review or update Procedures for the nomination and election as well as the criteria for the selection of a Chancellor, should there be changes required.

A Chancellor is nominated, elected and appointed by Council on the advice of the Institutional Forum based on the process below:

5.1 Criteria

The criteria for the elections of a Chancellor are stipulated in Section 4 (2) of the Institutional Rules as follows:

- a) The calibre of the candidate should complement the University's credit, and should underwrite the values and aspirations of the University.
- b) The candidate must be a professionally mature person who is about to reach or has reached the pinnacle of his/her career and has good social networks.
- c) If employed, the candidate must be holding the position in that entity, preferably serving on the organisation's board and must ideally be guaranteed to remain in such a position, or a similar one, for the duration of his/her term as Chancellor. Ideally, such a position should be a non-executive position.
- d) The candidates must be in a position to advance the University, financially and otherwise, through personal and official networks built over the years.
- e) The candidate must not be serving in structures, organisations, bodies or entities that the University is expected to report to on its public mandate, or that the University interacts with closely as part of its normal business
- f) The candidate must have a record of personal support to worthy causes in society in general or must have proven potential or the ability to do this through the position he/she holds in society.
- g) The candidate must have the time and energy to embark on some of the of the major University causes through lending his/her influence, networks and attendant resources.

5.2 Eligibility

- a) Any person on the University's payroll or serving external Council members as well as registered as student of the University shall not be eligible for appointment.
- b) A person who is already serving as Chancellor at another university is not eligible for appointment.

- c) Any person who is serving at Executive Management level or serving as a Chancellor at another Higher Education Institution shall not be eligible.

5.3 Nomination process

- a) A nomination may be made, in writing, by any two member of UFS Council with the written consent from the nominated candidates indicating acceptance of the nomination at least 14 days before the election date.
- b) Each nomination must contain the signatures of the nominator, at least one seconder and the written acceptance by the nominee.
- c) The Registrar must notify the members of Council at least a month before the closing date for nominations.
- d) Each nomination must be accompanied by the following:
 - i) A full curriculum vitae; and
 - ii) A brief statement of not more than 200 words by the nominator, reflecting the suitability of the candidate.
- e) Five (5) days after the closing date for nominations, the Registrar must inform members of Council of the nominations received.
- f) The Council Ad-hoc Committee shall consider the nominations based on the criteria and submit its recommendations to the Institutional Forum, as part of a consultation process, and to Council for consideration. The Ad-hoc Committee may refer the nominations back to the Council if the Committee is not satisfied with the nominations received.
- g) The Committee, through a lesser number of members to be determined between the Chairperson of the Council Ad-hoc Committee and the Rector and Vice-Chancellor will engage the shortlisted candidates to determine their understanding of the UFS vision, mission and values.
- h) A background check will be performed on the shortlisted candidates.
- i) A special meeting of the Institutional Forum must convene before the Council meeting contemplated in sub-section 5.3 (h) below for the purpose of advising Council on the appointment of the candidate in the office of Chancellor.
- j) All the names of nominated candidates, together with accompanying documentation, and Institutional Forum advice, must be sent to members of Council

at least ten (10) days before the special meeting of Council convened for this purpose.

- k) Election to the position of a Chancellor shall require the support of the majority of total number of members who actually hold office on the date of the election.
- l) The election is conducted by means of secret ballot.
- m) In the case of a tie, the Chairperson of the Council Ad-hoc Committee shall have a casting vote.

5.3 Extension of the Chancellor's term of office

In terms of Section 4 (2) of the Statute, the term of office of the Chancellor may be extended once for another term not exceeding five (5) years.

In order to give effect to the above stipulation, Council shall follow the following process:

- a) If the current Chancellor is eligible for re-appointment, Council will consider a recommendation from the Council Ad-hoc Committee on whether or not the Chancellor's term of office should be extended for another term not exceeding five years.
- b) If the recommendation for the extension of the term of office is approved by Council, the Chancellor will be invited to serve another term not exceeding five years.
- c) In the event of a recommendation not to extend the term of office, and approval of such a recommendation by Council, the Chancellor will be informed accordingly and a recruitment process shall commence.

5.4 Composition of the Council Ad-hoc Committee

5.4.1 The Council Ad-hoc Committee shall be constituted as follows:

- a) The Chairperson of the Council Nomination Committee – Chairperson
- b) The Rector and Vice-Chancellor
- c) Two (2) external members of Council
- d) Two (2) Representatives of the Institutional Forum
- e) One (1) Representative of the Rectorate
- f) Two (2) Representatives of Senate (one academic and one support services staff member)
- g) One (1) Representative of Institutional Student Representative Council (ISRC)
- h) One (1) Representative of Convocation and Alumni

- i) One (1) Representative from each of the Recognised Organised Labour entities
- j) Registrar - Secretary

5.4.2 In the absence of the Chairperson, one of the external members of Council, nominated by the Chairperson, shall chair the meeting.

6. RESPONSIBILITIES

- a) Council members to nominate candidates with full motivation and documentation.
- b) Registrar is responsible for coordinating the process of nomination and election.
- c) The Chairperson of Council shall notify the successful and unsuccessful candidate(s).
- d) The Rector and Vice-Chancellor shall notify the University community of the appointment
- e) The Director: Communication and Marketing shall coordinate the issuing of a media/press statement in consultation with the Rector and Vice-Chancellor.

7. REVIEW AND EVALUATION

- a) In line with Par. 5 above, Council shall review the Procedures before the commencement of the nomination and election process for the Chancellor.
- b) Council shall evaluate the performance of the Ad-hoc Committee after the process of nomination for election of the Chancellor.

8. RELATED POLICIES, PROCEDURES OR GUIDING DOCUMENTS

- 8.1 Higher Education Act (Act 101 of 1997)
- 8.2 UFS Statute (26 January 2018)
- 8.3 Institutional Rules (23 March 2018)

9. PROCEDURE RECORD

Document name	Procedures for the nomination and election of a Chancellor
Document number	

Coordinating UMC member	Registrar
Contact person	Deputy Registrar: Governance and Policy
Status	Approved
Approved by	Council
Date finally approved	
Date last amended	
The date for next review	2024
The person responsible for review	Registrar
Monitoring by	Registrar
Related documents	<ol style="list-style-type: none"> 1. Higher Education Act (Act 101 of 1997) 2. UFS Statute (26 January 2018) 3. Institutional Rules (23 March 2018)
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