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Appointment and Promotions Procedure for Lecturers



Implementation Date: 19 March 2025

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APPOINTMENT AND PROMOTIONS

PROCEDURE FOR LECTURERS

Reference number of this document	AP0032
HEMIS classification	
Aim	To set out the appointment and promotions procedure for Lecturers
Type of document	Procedure
Accessibility	General (external and internal)
Implementation date	19 March 2025
Review date/frequency	As the need for amendments arises
Previous review	
Owner of this procedure	Deputy Vice-Chancellor: Social Impact, Transformation and Personnel
Institutional functionary (curator) responsible for this procedure	Chief Director: Human Resources
Date of approval	8 May 2025
Approved by	Senate; APCS
Keywords	procedure; appointment; academic appointments and promotions committee (AAPC)

1. Introduction

The University's academic appointment and promotion processes have been revised to ensure greater efficiency, transparency, and alignment with legal and institutional frameworks. This updated procedure integrates faculty-level decision-making with a newly mandated consultative body that advises the Vice-Chancellor (VC) on academic appointments and promotions.

2. Principles Guiding the Process

Quality and Excellence: Academic appointments and promotions are designed to uphold the highest standards of scholarship, research, and teaching.

Empowerment and Accountability:

- Decision-making authority is decentralised to faculties with clear oversight mechanisms.
- The Appointments and Promotions Committee of Senate (APC[S]) monitors and evaluates decisions.
- Compliance with legislation while ensuring agility is evident in the role of the consultative mechanism.

Employment Equity

Adherence to the Employment Equity Plan approved by the University Rectorate.

Sustainability

Appointments and promotions align with our goals to attract, develop and retain top academic talent, approved workforce planning and financial viability.

Transparency

Clearly defined roles and a diverse composition of committees ensure fair and transparent decision-making.

3. Composition of the Academic Appointments and Promotions Committee (AAPC)

Each faculty and Type 3 academic entity (school) must constitute an AAPC as a subcommittee of the APC(S). The composition must reflect diversity in terms of race, gender, and disability and shall include:

- 3.1 The faculty dean/Director of school (or designate) as chair.
- 3.2 One or more vice-deans.
- 3.3 Two elected chairs from academic departments or disciplines.
- 3.4 One non-professorial academic staff member.
- 3.5 One departmental chair or professor from another faculty, mandated by senate to act as the consultative body that advises the VC on academic appointments and promotions.
- 3.6 A Human Resources practitioner (advisory role on process, non-voting).

3.7 The Employment Equity Manager or faculty/school representative (ex officio, with voting rights).

3.8 Additional internal or external discipline-specific members, as required.

4. Procedure for Appointments and Promotions

4.1 Faculty-Level Evaluation

- The AAPC reviews all applications for academic appointments and promotions.
- The evaluation of candidates takes into account the employment equity obligations of the faculty and the University.
- Recommendations are documented and submitted via the Head of Recruitment to the VC for approval.

4.2 The Consultative Body

- Senate must be consulted in the appointment of academics.
- Using appropriate delegations, Senate has mandated a departmental chair or professor from another faculty/school to serve as the consultative body within the faculty/school AAPC
- This person provides advisory input on each appointment and promotion to the VC.
- The person is elected to the AAPC in the normal way and is able to participate fully in its deliberations.
- The recommendation or advice is provided via the Head of Recruitment to the VC, separate to any recommendations of the AAPC.

4.3 The information to be collated by the Head of Recruitment

The AAPC must submit the following documents to the Head of Recruitment:

- i) Recommendation report and supporting documentation
- ii) The report of the EE rep on the prescribed form.

The AAPC must explicitly evaluate whether the recommendation meets or deviates from the approved EE Plan, using the prescribed form.

- ☐ **Meets EE Plan targets**
- ☐ **Deviates from EE Plan targets**

If deviation is indicated, the reasons for deviation must be clearly articulated in the recommendation form and must be submitted to the APC(S) for review before proceeding to the Rector.

- iii) The HR practitioner's verification of the process on the prescribed form.
The HR practitioner (non-voting) must certify that all HR processes were followed by ticking the prescribed box on the AAPC report:
 - ☐ **HR confirms due process was adhered to.**
- iv) The consultative body's report as a separate document.

4.4 Approval Process

- The Head of Recruitment must collate the information from the appointment or promotion process.
- The Head of Recruitment channels recommendations to:
 - The VC (if EE Plan and HR process boxes are checked), or
 - The APC(S) (if EE Plan deviation is indicated).
- If the AAPC's recommendation deviates from the EE Plan, the Head of Recruitment submits the file to the members of the APC(S) via the SharePoint portal in terms of the following workflow:
 - Documents uploaded to a dedicated APC(S) SharePoint site.
 - Automated alerts notify members to review within 48 hours.
 - Members comment/vote electronically; majority consensus suffices.
 - Once the feedback is received, it is included in the documents provided to the VC.
- The VC considers the recommendation of the faculty/school AAPC, input from the consultative body and EE representative, and where applicable, the APC(S)'s views, before making a final decision.
- The VC informs the Head of Recruitment of the decision.

- The Head of Recruitment ensures that the AAPC and HR practitioner is informed of the decision.
- Senate is notified of all approved appointments and promotions.

4.5 Appeals/ grievances/challenges

- There is no appeal process for an unsuccessful appointment. External candidates may seek recourse in an external forum. Internal candidates may use the grievance procedure or approach the CCMA. Any grievance in this respect must be lodged with the DVC: Social Impact, Transformation and Personnel within 10 working days of notification of the unsuccessful application.
- Unsuccessful candidates for promotion must use the procedure set out in *Appendix C to the Procedure*.

5. **Conclusion**

This revised procedure strengthens academic appointment and promotion processes by ensuring:

- Decentralised but accountable faculty decision-making.
- Transparent consultation through a mandated consultative body.
- Institutional oversight through the APC(S).
- Compliance with employment equity and legal frameworks.
- Clear processes for unsuccessful candidates
- Streamlined and enhanced agility of process.

This procedure aligns academic human resource practices with the University's strategic objectives and legal obligations, ensuring efficiency, fairness, and excellence in faculty appointments and promotions.