



CHARTER FOR SENATE

1. NAME

The structure is known as Senate.

2. STATUS

Senate is the academic statutory structure in accordance with sections 19-28 of the UJ Statute. Senate is accountable (to Council) for all the teaching, learning, research and other academic functions and activities of the University and all other functions delegated or assigned to it by Council.

3. MISSION AND GOALS

- 3.1 Senate provides academic leadership and is accountable to Council for regulating the academic functions of the University, which *inter alia* include all teaching, learning and research, subject to the provisions reflected in the Higher Education Act and the UJ Statute in accordance with sections 19-28 of the UJ Statute.
- 3.2 The focus is on all the strategic goals, thrusts and subsequent key performance areas and indicators related to the core academic business of the University.

4. COMPOSITION

- 4.1 Vice-Chancellor and Principal (Chairperson). When the Chairperson is absent for a meeting, he/she will appoint a MEC member to act as Chairperson.
- 4.2 Two external members of Council nominated/designated by Council;
- 4.3 Deputy Vice-Chancellors;
- 4.4 Chief Financial Officer;
- 4.5 Chief Operating Officer;
- 4.6 Registrar;
- 4.7 Senior Executive Director in the Office of the Vice-Chancellor;
- 4.8 Executive Deans;
- 4.9 Full professors (permanent or on fixed-term appointment of at least three years);
- 4.10 Executive/Senior Directors responsible for:
 - 4.10.1 Academic Development and Support;
 - 4.10.2 Library and Information Centre;
 - 4.10.3 Research and Innovation;
 - 4.10.4 Postgraduate Studies;
 - 4.10.5 Student Affairs;
- 4.11 Two representatives of the UJ Student Representative Council (UJ-SRC) elected by the SRC;

Additional members determined by Senate

- 4.12 Vice-Deans (who are not otherwise full professors);
- 4.13 Heads of academic schools (who are not otherwise full professors);
- 4.14 Heads of academic departments (who are not otherwise full professors);
- 4.15 Heads of research centres (who are not otherwise full professors);
- 4.16 Up to fifteen academics from a diversity of designated groups (who are not otherwise members of Senate) nominated by the executive deans and appointed by the Vice-Chancellor and Principal;

- 4.17 One postgraduate student nominated by the MEC Academic Committee (MECA);
- 4.18 One Postdoctoral Fellow nominated by the Executive Director: Research and Innovation in consultation with MECA;

Invitees

- 4.19 Heads of Academic Administration.

5. FUNCTIONS

- 5.1 Senate functions in accordance with the statutory functions in accordance with sections 19-28 of the UJ Statute;
- 5.2 Without derogating from the generality of Section 19 of the UJ Statute, the functions of Senate are as follows:
 - 5.2.1 Provides academic strategic leadership, protects the academic integrity within the University and debates matters of academic principle;
 - 5.2.2 Approves strategic academic matters (i.e. academic strategic thrusts, academic architecture and amendments thereof, academic programme site of deliveries, etc.);
 - 5.2.3 Approves new academic programmes for external submission;
 - 5.2.4 Approves academic programmes with a 50% or more amendment, including name changes of academic programmes for external approval;
 - 5.2.5 Approves continuing education programmes as reflected in the Higher Education Qualification Framework;
 - 5.2.6 Considers new and amended programme admission requirements for subsidised academic programmes (recommended to Council for final approval by Council);
 - 5.2.7 Considers the University's Enrolment Management Plan in accordance with the Department of Higher Education and Training's guidelines (recommended to Council for final approval);
 - 5.2.8 Approves the Academic Regulations and amendments thereto;
 - 5.2.9 Considers the conferral of Honorary Degrees for final approval by Council;
 - 5.2.10 Considers the Vice-Chancellor and applicable DVC appointments for advice to Council;
 - 5.2.11 Establishes Senate Committees (in accordance with sections 31-33 of the UJ Statute) and approves the respective charters;
 - 5.2.12 Notes, considers and approves the decisions taken or recommendations made by the Senate Committees (in accordance with the approved delegation of authority of each committee);
 - 5.2.13 Approves new (or significant amendments of) policies and other proposal documents on matters of an academic nature;
 - 5.2.14 Approves the academic and research employee categories and the subsequent appointment and promotion criteria;
 - 5.2.15 Considers the Student Representative Council's Constitution, the disciplinary measures and Rules concerning students and advises Council accordingly for final approval by Council;
 - 5.2.16 Elects Senate representatives on Council, Council Committees, Senate Committees and other statutory committees;
 - 5.2.17 Reviews the functionality of Senate and Senate Committees;
 - 5.2.18 Assists the Council to comply with the principles of public accountability related to the academic responsibilities of the University;
 - 5.2.19 Protects the role of the University with reference to academic freedom and academic autonomy, with due regard to its public accountability;
 - 5.2.20 Deliberates on any matter that, in the opinion of the Chairperson, should serve at Senate in the interest of academic excellence.

6. SCOPE OF AUTHORITY

The scope of authority is in accordance with the statutory requirements as reflected in the Act and the UJ Statute.

7. MEETING PROCEDURE AND REPORTING

- 7.1 Senate meets at least quarterly (meeting dates set in advance and contained in the University's Year Programme);
- 7.2 Senate is quorate if at least forty percent (40%) of the members (excluding those members who have been granted official teaching, academic-related travel, research or sabbatical leave of absence) are present and remain present during the transacting of business and decision-making;
- 7.3 Members are required to declare any conflict of interest at the meeting;
- 7.4 No provision is made for an alternate to represent a Senate member at a Senate meeting;
- 7.5 The Chairperson may call an extraordinary or emergency meeting in accordance with the Rules for Effective Meetings;
- 7.6 The Chairperson may invite persons who are not otherwise members of Senate to attend meetings, provided that they may participate in discussions but may not vote;
- 7.7 Members diligently execute their duty of care and skill, and fiduciary duties during deliberations and decision-making;
- 7.8 Senate adheres to its duty to act within its powers of authority;
- 7.9 Decision-making is primarily based on the principle of consensus (as determined by the Chairperson) and/or sufficient consensus when applicable;
- 7.10 If consensus cannot be reached, a principle/motion is put to the vote and it is carried if a simple majority vote of those present at the meeting has been obtained;
- 7.11 The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote;
- 7.12 Invitees do not have voting rights;
- 7.13 The election of Senate representatives on Council, Council Committees, and other statutory committees, is in accordance with the Election Rules and based on the principle of preferential voting;
- 7.14 The University Secretariat provides the secretariat who administers meetings in accordance with the Rules for Effective Meetings;
- 7.15 The minutes of each meeting are considered at the next meeting;
- 7.16 A quarterly report is submitted to Council for noting or consideration when applicable.

8. TERM OF OFFICE AND DISSOLUTION OF SENATE

The term of office of Senate members are as follows:

- 8.1 Executive leaders/managers (Vice-Chancellor and Principal, Deputy Vice-Chancellors, the Registrar, Executive Deans, Executive Directors, Vice-Deans (who are not otherwise full members of Senate), Heads of Academic Schools (who are not otherwise full members of Senate) and Heads of Academic Departments (who are not full members of Senate) serve by virtue of their office;
- 8.2 Elected or appointed members serve for a term as determined by the relevant constituency;

- 8.3 The SRC representative(s) serve for a term determined by the UJ SRC when they are elected, provided that membership ceases automatically when a student member ceases to be a member of the SRC or a registered student.
- 8.4 The Postgraduate Student and Postdoctoral Fellow serve in accordance with the registration status.
- 8.5 Senate is a statutory structure and may not be dissolved.

Original Charter approved by Senate on 18 February 2008.

Amended Charter in accordance with the Institutional Statute approved by Senate on 17 November 2010.

Titles aligned with approved ELG Organogram 2013.

Amendments to the composition approved by Senate on 13 November 2014.

Titles aligned with approved ELG Organogram 2016.

Amendments to the composition approved by Senate on 15 September 2016 and Council decision on CFO and COO on 28 March 2018

Amendments approved by Senate on 27 March 2018