



## CHARTER FOR FACULTY BOARDS

### 1. NAME

The committee/structure is known as the Faculty<sup>1</sup> Board.

### 2. STATUS

The Faculty Board is a committee of Senate as determined by Senate as contemplated in clause 28 of the Institutional Statute. The Faculty Board serves as the academic committee/structure of the Faculty and is responsible for all the teaching, learning, research and other academic functions and activities of the Faculty and all other functions delegated or assigned to it by Council, Senate, a Senate Committee, the Management Executive Committee (MEC) or the Management Executive Committee: Academic (MECA).

### 3. MISSION AND GOALS

- 3.1 The Faculty Board provides academic leadership within the Faculty and is accountable to Senate for regulating the academic functions of the Faculty, which *inter alia* includes all teaching, learning and research, subject to the provisions reflected in the Higher Education Act and the Institutional Statute as reflected in section 28 of the Institutional Statute and applied to Faculty level;
- 3.2 The focus is on all the strategic objectives and subsequent Key Performance Areas and Indicators.

### 4. COMPOSITION

- 4.1 Deputy Vice-Chancellor: Academic (*ex officio*).
- 4.2 Deputy Vice-Chancellor responsible for research (*ex officio*).
- 4.3 Registrar (*ex officio*).
- 4.4 The Executive Dean (Chairperson).
- 4.5 Two duly delegated representatives, from cognate faculties, nominated by the executive deans.
- 4.6 All permanent fulltime academic employees appointed within the Faculty or jointly with another faculty.
- 4.7 All fulltime academic employees with at least a three-year fixed contract appointment within the Faculty or jointly with another faculty.
- 4.8 Honorary professors appointed in the Faculty.
- 4.9 The Head of Faculty Administration (acts as the secretariat of the Faculty Board).

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<sup>1</sup> 'Faculty' includes the College of Business and Economics

- 4.10 One additional employee from the support staff (permanent fulltime) nominated by the permanent fulltime support employees appointed in the Faculty.
- 4.11 At least one representative from the Student Representative Council (SRC), ideally enrolled in the relevant faculty or in a cognate faculty.
- 4.12 Such additional members determined by the Faculty Board and approved by Senate.
- 4.13 Additional non-voting members from support divisions, as determined by each Faculty Board, such as the Library and Information Centre, Academic Development and Support (ADS), International Office, Research Office, Postgraduate School, University Relations, Human Resources, Finance or senior administrative staff.
- 4.14 Invitees where appropriate
- 4.15 The majority of Faculty Board members must be academic employees.

## **5. FUNCTIONS**

- 5.1 The Faculty Board functions in accordance with the statutory functions as contemplated in clause 19 of the Institutional Statute for Senate but applied to the Faculty Board as well as clause 28 of the Institutional Statute.
- 5.2 The specific functions of a Faculty Board are as follows:
  - 5.2.1 Governs and regulates the activities of the Faculty in accordance with the policies, rules and regulations of the University.
  - 5.2.2 Approves a delegation of authority regarding academic decisions.
  - 5.2.3 Provides academic strategic leadership, protects the academic integrity within the Faculty and debates matters of academic principle.
  - 5.2.4 Ensures legal compliance in respect of the programme admission requirements and the academic life cycle of registered students.
  - 5.2.5 Ensures legal compliance in respect of the awarding and conferring of qualifications.
  - 5.2.6 Establishes Faculty Board Committees and approves the respective charters.
  - 5.2.7 Recommends the establishment of academic/research centres for approval by Senate.
  - 5.2.8 Considers, ratifies and approves the decisions taken or recommendations made by the Faculty Board Committees (in accordance with the stipulated delegation of authority of each committee).
  - 5.2.9 Considers policy and other proposal documents on matters of an academic nature for recommendation to Senate via the relevant Senate Committee.
  - 5.2.10 Considers the Faculty's academic appointment and promotion criteria for recommendation to Senate via Senex.
  - 5.2.11 As requested, nominates Faculty representatives on Senate Committees and other relevant committees within the University as required from time to time.

- 5.2.12 Reviews the functionality of the Faculty Board and Faculty Board Committees.
- 5.2.13 Assists Senate to comply with the principles of public accountability related to the academic responsibilities of the University.
- 5.2.14 Protects the role of the University within the Faculty with reference to academic freedom and academic autonomy, with due regard to its public accountability.
- 5.2.15 Deliberates on any matter that, in the opinion of the chairperson, should serve at the Faculty Board in the interest of academic excellence.

## **6. SCOPE OF AUTHORITY**

The Faculty Board is a Senate Committee and reports to Senate via the relevant Senate Committee.

## **7. MEETING PROCEDURE AND REPORTING**

- 7.1 The Faculty Board meets at least quarterly (meeting dates set in advance and contained in the University's Year Programme).
- 7.2 A Faculty Board is quorate if at least forty percent (unless a specific Faculty Board determines it to be fifty percent plus one) of the members (excluding honorary professors, those members who have been granted official teaching/travel/research/sabbatical leave of absence, the ex officio members and/or the two other executive deans if they are absent from the meeting) are present and remain present during the transacting of business and decision-making.
- 7.3 No provision is made for an alternate to represent a Faculty Board member at a Faculty Board meeting.
- 7.4 The Faculty Board secretariat administers meetings in accordance with the statutory requirements and Rules (Guide to Effective meetings) in this regard.
- 7.5 The Chairperson may call an extraordinary or emergency meeting in accordance with the Rules.
- 7.6 The Chairperson may invite persons who are not otherwise members of the Faculty Board to attend meetings, provided that they may participate in discussions but may not vote.
- 7.7 Members of Faculty Board diligently execute their duty of care and skill, and fiduciary duties during deliberations and decision-making.
- 7.8 The Faculty Board 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 Faculty Board representatives on Senate Committees and other appropriate committees within the University is in accordance with the University's Election Policy and Rules.
- 7.14 No proxy votes are permitted.
- 7.15 The Head of Faculty Administration provides the secretariat who administers meetings in accordance with the Rules.
- 7.16 The minutes of each meeting are considered at the next meeting.
- 7.17 A report on relevant matters is submitted to Senate via the relevant Senate Committee for noting or consideration when applicable.

## **8. TERM OF OFFICE AND DISSOLUTION OF A FACULTY BOARD**

The term of office of Faculty Board members are as follows:

- 8.1 Executive leaders serve by virtue of their office.
- 8.2 Permanent fulltime academic employees hold office for as long as they are employed by the University in that capacity.
- 8.3 Contracted academic employees hold office in accordance with the contractual agreement in that capacity.
- 8.4 The non-academic employee serves for a period of three years.
- 8.5 Nominated/additional members (as approved by Senate) serve for three years.
- 8.6 Student Council Representatives hold office in accordance with their term of office as SRC member subject to being enrolled as a student.
- 8.7 The Faculty Board is a committee of Senate and may not be dissolved.

Approved by Senate on 20 October 2008

Approved by SENEX (aligned with Institutional Statute) on the 2<sup>nd</sup> of March 2011

Alignment with new title of DVC responsible for Research: July 2016

Amended by Senate on 21 September 2017

Amendments approved by Senate on 12 March 2020