



CHARTER FOR EXECUTIVE COMMITTEE OF SENATE

1. NAME

The name of the committee is the Executive Committee of Senate and hereafter referred to as the SENEX.

2. STATUS

SENEX is the executive committee of Senate, as stipulated in the UJ Statute, and reports to Senate.

3. MISSION AND GOALS

SENEX assists Senate in executing its functions in accordance with Section 19 of the UJ Statute in accordance with the vision, mission, and core values of the University, the principles of corporate governance and within the legal and management framework of the University, focusing on all the strategic goals and subsequent key performance areas and indicators, with specific reference to excellence in teaching and learning.

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 Deputy Vice-Chancellors.
- 4.3 Chief Financial Officer.
- 4.4 Chief Operating Officer.
- 4.5 General Counsel.
- 4.6 Registrar.
- 4.7 Senior Executive Director in the Office of the Vice-Chancellor.
- 4.8 Executive Deans.
- 4.9 Four Senate members elected by Senate.
- 4.10 Executive Director: Human Resources.
- 4.11 Executive Director: Research and Innovation.
- 4.12 Executive Director: Academic Development and Support.
- 4.13 Invitees as the Committee deems fit.

5. FUNCTIONS

SENEX functions in accordance with the authority delegated to it by Senate. The specific functions of SENEX are as follows:

- 5.1 To take decisions on behalf of Senate that, by virtue of their urgency, can't be delayed.
- 5.2 Considers matters related to the core academic business of the University referred to it by MEC and faculty/college boards (in accordance with the approved Delegation of Authority) for recommendation to Senate.
- 5.3 Considers amendments to existing subsidised academic programmes for recommendation to Senate via the Vice-Chancellor's Circular to members of Senate.
- 5.4 Considers new academic subsidised programmes and non-subsidised whole programmes for recommendation to Senate.

- 5.5 Considers all amendments to existing subsidised academic programmes that must be approved externally (i.e. name changes, more than 50% amendments, etc.) for recommendation to Senate.
- 5.6 Considers amendments to existing subsidised academic programmes (less than 50%) for recommendation to Senate via the Vice-Chancellor's Circular to members of Senate.
- 5.7 Considers and approves non-credit bearing continuing education programmes.
- 5.8 Considers and approves amendments to institutional and faculty/college rules and regulations related to the academic core business of the University (excluding admission requirements) for recommendation to Senate.
- 5.9 Considers new academic policies and guidelines for recommendation to Senate via the Vice-Chancellor's Circular in accordance with the delegation of authority in this regard.
- 5.10 Monitors the appointment, resignation and trends (i.e. equity, turnover, etc.) of academic and research employees.
- 5.11 Considers possible promotions of academic and research employees to senior lecturer, associate professor and full professor.
- 5.12 Considers, approves and monitors the appointment of honorary and visiting professors as well as the conferral of emeriti professoriates.
- 5.13 Deliberates on any matter that, in the opinion of the Chairperson should serve at SENEX for consideration prior to serving at Senate.
- 5.14 Generates policy and other proposal documents on matters of an academic nature, for consideration by Senate.
- 5.15 Creation of sub-committees of SENEX as it deems fit.

6. SCOPE OF AUTHORITY

Senate delegates the scope of authority to SENEX as it deems fit.

7. MEETING PROCEDURE AND REPORTING

- 7.1 SENEX meets at least quarterly (meeting dates set in advance and contained in the University's Year Programme).
- 7.2 The majority of the members should be present to constitute a quorum.
- 7.3 Members are required to declare any conflict of interest at the meeting.
- 7.4 The Chairperson may call a special or emergency meeting in accordance with the Rules for Effective Meetings.
- 7.5 The Chairperson may invite persons who are not members to attend meetings, provided that they may participate in discussions but may not vote.
- 7.6 Members diligently execute their duty of care and fiduciary duty during deliberations and decision-making.
- 7.7 Decision-making is primarily based on the principle of consensus and/or sufficient consensus.
- 7.8 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.
- 7.9 The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote.
- 7.10 The University Secretariat provides the secretariat who administers meetings in accordance with the Rules for Effective Meetings.
- 7.11 The minutes of each meeting are considered at the next meeting.
- 7.12 A quarterly report is submitted to Senate for noting, ratification or consideration of matters.

8. LIFESPAN AND DISSOLUTION OF SENEX

The term of office of members of SENEX is as follows:

- 8.1 The members of the Management Executive Committee, the Executive Director: Human Resources, the Executive Director: Research and Innovation, and the Executive Deans serve by virtue of their office.
- 8.2 The term of office of Senate representatives on the Executive Committee is three years and these Senate representatives are eligible for one additional term of office.
- 8.3 SENEX is a statutory committee and may not be dissolved.

Approved by Senate 25 October 2006

Amendments approved by Senate on 17 July 2008

Recommended by MEC 30 November 2010

Approved by Senate 23/3/2011

Updated in line with UJ Statute promulgated on 31 March 2012

Titles aligned with approved ELG Organogram 2013

Titles aligned with approved ELG Organogram 2016 and Council decision on CFO and COO on 28 March 2018

Amendments approved by Senate on 27 March 2018

Charter noted at Senate meeting of 14 March 2019. No changes were made.

Amendments approved by Senate on 12 March 2020