



HOUSE WARDENS AT UNIVERSITY OF JOHANNESBURG STUDENT RESIDENCES AND DAY HOUSES

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Related documents

UJ documents <small>(e.g. Policies, Regulations, Guidelines, Contracts)</small>	Other <small>(e.g. Legislation, DoE and HEQC directives and guidelines)</small>
<ul style="list-style-type: none"> • UJ Vision, Mission & Values; • UJ Academic Regulations; • UJ Student Regulations; • Strategic Plan; • Charter for Academic Planning; • Charter for Academic Ethics 	<ul style="list-style-type: none"> • CHE: Higher Education Quality Committee (HEQC) Criteria for Institutional Audits: November, 2004; Occupational Health and Safety (Act 85 of 1993); • Higher Education Act 101 of 1997 as amended; • White Paper III: A programme for transformation of Higher Education.

<p>Committee;</p> <ul style="list-style-type: none"> • Charter for Language Committee; • Policy: Learning Support Material; • Admission Policy; • Code of Academic and Research Ethics; • Policy: Assessment; • Policy; Recognition of Prior Learning; • Policy: Work Integrated and Service; (experiential) Learning; • Policy: Management of Assessment Results; • Access to the Student Administration System; • Access to Information; • Constitution of the UJSRC; • Handling of Student Complaints; • Policy on People with Disabilities 	
<p>Stakeholders affected by this document (units and divisions who should be familiar with it).</p>	<ul style="list-style-type: none"> • All Students registered at UJ; • All Students • Organisations/Societies/Clubs; • Executive Deans/Vice Deans; • Executive Directors • Division: Student Affairs; • Campus Directors; • Head: Protection Services; • Campus Health Staff; • Support Units; <p>House Parents / Residence Managers/ Hous Wardens.</p>
<p>Website address of this document:</p>	<p>INTRANET / Student Portal</p>

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HOUSE WARDENS AT UNIVERSITY OF JOHANNESBURG STUDENT RESIDENCES AND DAY HOUSES

1. PREAMBLE

This policy provides for the eligibility criteria, appointments process, functions and term of office and related matters of House Wardens at all student residences and day houses under the full control of the University of Johannesburg.

2. PURPOSE

The purpose of the policy is to provide guidelines for the functioning of House Wardens in residences and to provide criteria for eligibility for the appointment of house wardens, the applications and appointment processes.

3. SCOPE

This policy applies to all Residence Management and Students in Student Accommodation and Residence Life.

4. REVIEW OF POLICY

The review of this policy will be conducted in accordance with the approved University Policy on Policy Development and takes place in consultation with the relevant stakeholders.

5. DEFINITION

The house warden replaces the house parents and residence managers. He/she is responsible for the wellbeing of the students resident in the residence concerned, or, in the case of day houses, for the wellbeing of the students who

are members of the day house concerned and is responsible for holistic development of the students.

6. ELIGIBILITY CRITERIA

In order to qualify for appointment as a House Warden, an individual must comply with the following criteria:

- 6.1 He/she must have academic standing in the University of Johannesburg community, either because he/she is an academic member of staff or, if not, holds at least a masters qualification or equivalent.
- 6.2 He/she must be a mature person with experience of dealing with University students.
- 6.3 He/she must be in the employ of the University of Johannesburg, and her/his employment circumstances must be such that she/he is able to devote a lot of time and energy to the affairs of the residence or day house concerned.

7. FUNCTIONS OF A HOUSE WARDEN

A House Warden has the following functions:

- 7.1 He/she is responsible, on behalf of the Vice-Chancellor and the Executive Director: Student Affairs, for the wellbeing of the students resident in the residence concerned, or, in the case of day houses, for the wellbeing of the students who are members of the day house concerned.
- 7.2 He/she ensures that the holistic development of the students concerned in preparation for the world of work and of responsible citizenship, is promoted, by a constant focus on academic performance and the promotion of a culture of learning:
The academic focus and culture of learning is supported by the five pillar model of holistic student development, namely:
 - (i) Participation in cultural activities and the promotion of tolerance and appreciation of diversity in the residence or day house concerned;
 - (ii) participation in sporting activities;
 - (iii) participation in community engagement activities;
 - (iv) the creation of opportunities for the development of leadership qualities in each student.
 - (v) Creation of a vibrant social life and of cultural cohesion and respect for diversity.
- 7.3 He/she ensures that governance arrangements and committee structures in the residence or day house concerned function well and serve to foster healthy relationships between the students.
- 7.4 He/she enforces discipline in the residence or day house concerned, and ensures that the rules and regulations governing student conduct and student accommodation are adhered to.

- 7.5 He/she liaises with the parents and/or guardians and/or of the students for which he/she is responsible in respect of all matters that concern the welfare of such student.
- 7.6 Attendance of house activities and activities organized by the Student Affairs Division.

8. APPLICATIONS AND APPOINTMENTS PROCESS

- 8.1 Whenever a vacancy for a House Warden occurs, such vacancy shall be advertised by the University in accordance with normal procedure.
- 8.2 Applicants apply for the position in accordance with the process described in the advertisement and in accordance with the process prescribed in the Human Resources Division.
- 8.3 A Shortlisting Committee determines a shortlist of candidates of no more than three. This Committee is comprised as follows:
- (i) Special Adviser to the Vice-Chancellor (Chairperson)
 - (ii) One other member of the Management Executive Committee
 - (iii) Executive Director: Student Affairs
 - (iv) Executive Director: Human Resources or her/his nominee
 - (v) Director: Student Accommodation and Residences
 - (vi) The Chairperson of the House Committee of the residence or day house concerned.
- 8.4 The shortlisted candidates are interviewed by a Selection Committee comprising the following:
- (i) Special Adviser to the Vice-Chancellor (Chairperson)
 - (ii) One other member of the Management Executive Committee
 - (iii) Executive Director: Student Affairs
 - (iv) Executive Director: Human Resources or her/his nominee
 - (v) Director: Student Accommodation and Residences
 - (vi) A current House Warden nominated by the Executive Director
 - (vii) The President of the campus SRC where the residence is situated, or her/his nominee
 - (viii) The Chairperson of the House Committee of the residence or day house concerned
 - (ix) A representative of at least two of the recognized labour unions, who shall have observer status and no voting rights..
- 8.5 After all of the candidates have been interviewed, the Selection Committee decides by means of majority vote who their preferred candidate is.

- 8.6 The result of the interview process is provided to the Management Executive Committee by the Special Adviser to the Vice-Chancellor. On the basis of the information provided, the MEC decides to whom an offer of employment as House Warden should be made.
- 4.7 A House Warden is appointed on a fixed-term contract for a period of three to five years, as determined by the MEC. Depending on individual circumstances, the offer of employment as a House Warden may include university accommodation, on terms agreed upon between the university and the individual concerned.

9. TRANSITIONAL ARRANGEMENTS

- 9.1 Residence Life Officers will continue to function as such until their contracts expire. The vacancies that occur thus will be filled by House Wardens in accordance with the provisions of this Policy.
- 9.2 Residence Managers will continue to function as such, until a Residence Manager resigns or his/her services are terminated, or he/she is redeployed elsewhere in the institution on the basis of operational requirements. House Wardens will be appointed for residences currently managed by Residence Managers.
- 9.3 Newly appointed House Wardens will assist Residence Managers at other campuses with the promotion of a culture of learning, academic excellence, and the development of leadership qualities of students within their residence.
- 9.4 Should there be a need for the rotation of Residence Managers and House Wardens they may be rotated among the residences, should operational requirements make this necessary..

8 September 2009