PROCEDURE FOR FILLING OF VACANCIES

Vacancies usually arise either through resignation of a staff member from an established post or by the creation of a post.

a) Whenever a vacancy arises, the Head of Department, or Dean where relevant, should submit to the Principal (Vice Chancellor in the case of a Professor) a written justification for the filling of the post.

b) On approval, details of the post are requested from the Head of Department/Dean.

c) When details of the post and funding are ascertained, the post is advertised with a closing date for receipt of applications.

d) Where a Head of Department/Dean specifically requests, advertisements may be published in special journals.

e) Once applications are received, they are copied to the Head of Department/Dean who is requested to advise whether references should be taken up.

f) Copies of references are sent to Head/Dean.

g) After closing date, the Head/Dean is sent a list of screened applicants with references and is requested to submit

   i. a shortlist of applicants
   ii. comments on each applicant

h) An Advisory Committee meeting with the following membership is then convened in relation to need and to the scheduled dates of meeting of the Appointments Committees:

FOR POSTS UP TO THE LEVEL OF SENIOR LECTURER

• Principal/Deputy Principal (Chairman)
• Dean of Faculty
• Head of Department
• One person knowledgeable in the discipline
• One other person
• The Principal may invite one other person from another Campus for
• Appointments at Senior Lecturer level.
FOR POSTS OF PROFESSOR:

• Vice Chancellor or his Nominee- {Chairman}
• Campus Principal
• Relevant Faculty Dean
• Head of Department
• Dean, School for Graduate Studies
• Professor knowledgeable in the field

Please note that until Step G is completed, a meeting of the Advisory Committee cannot be convened.

i) Minutes of the meeting of the Advisory Committee are submitted to the Appointments Committee for approval.

j) On approval, an offer of appointment is made to the successful candidate and Head/Dean advised accordingly.

APPENDIX VIII

SENIOR LEVEL POSTS

1. BASIC ESTABLISHMENT

(Senate (SM 632 – 10/7/70) has also determined the percentage of staff members in the senior level categories:

a) The University should aim at having 40% of its staff members in the senior categories, i.e. Senior Lecturers and above, and should budget accordingly.

b) The University should aim at having not less than one-eighth of its staff members in each Faculty and at each campus, at professorial level and should budget accordingly.

c) A budgeted Professorship should be provided in each Department, Division or subject area within a Division when the number of staff reaches seven, and a second when the number reaches 13, and a third for 19, etc. A Professorship could however, be provided earlier depending on the importance of the subject or on the expectation concerning this.
d) The budgetary provision of every department or subject area in a division should include at least one Senior Lecturer.

e) Personal promotions to Chairs and Senior Lectureships should be included in the overall total of budgeted posts and the consideration should be given to the possibility of filling posts through transfers from one campus to another. Chairs established through outside funds should not, however, be included in the figures but the continued existence of such chairs, e.g. the British Petroleum Chair in the Engineering, should be re-examined when the endowment comes to an end.

f) Notwithstanding the above, Senate may, on the recommendation of Planning Committee via the appropriate Faculty and Academic Board, recommend the establishment of a Professorship in a specific area which is considered to be important to the University.

g) The posts of Director should be included among the Professorships. It was also AGREED that:

   i. in relation to developing subjects, senior appointments preferably at the professorial level should be made early;

   ii. there should be a review of policy re Chairs by a committee comprising the Vice-Chancellor, Pro-Vice-Chancellor and Deans, each Faculty being considered on its own merit. This Committee should also suggest special procedures for filling vacancies at the Senior Level.

2. SENIOR LEVEL VACANCIES

In relation to senior level vacancies, i.e. Senior Lecturer or Professor, UAC has approved the following guidelines for determining the area of specialization (April 1978).

a) When there is a Senior Level vacancy in a department, the Head of Department is responsible for initiating discussions within the department on the area of specialization, and for reporting the department’s recommendation to the dean (single campus faculties).

b) If the Senior Level vacancy has arisen as a result of the resignation of the Head of the Department, the Dean is responsible for initiating the Discussion.

c) In the case of a resignation the Appointments Section of the Registry will inform the Dean when Appointments Committee has accepted the resignation.

d) The recommendation of the department after consideration and approval by the Faculty Board/Faculty Committee or Board of Studies should be forwarded by the Dean to Appointments Committee.
e) The recommendation should be accompanied by a brief supporting paper setting out a reasoned case.

f) If the Dean of the Faculty in which the vacancy has occurred is unable to be present at the meeting the Appointment Committee which will consider the case, he should include with the recommendations a note to Appointments Committee setting out his personal views.

g) If he does not support the recommendations he should inform the Department concerned.

h) Appointments Committee will approve on behalf of UPEC recommendations on the areas of specialization for senior level vacancies, except in cases where there is some disagreement or difficulty. Such cases will be forwarded to UPEC for appraisal.

i) Appointments Committee will report to the next meeting of UPEC any approval given on behalf of UPEC.