## Process: Appointment of new Graduate School of Business (GSB) Director Director resigns or HR Practitioner informs VC/DVC 12 – 18 months prior to GSB Director's retirement or end of final contract VC (or nominee) consults with Director regarding recruitment timeframe VC (or nominee) consults Commerce Dean's Advisory Committee, GSB Management Committee, GSB Academic Committee and GSB Advisory Board on selection committee composition. Selection committee holds search meeting to agree on appointment criteria, advert, search methods, equity targets, process issues and timeframe etc. Staff Recruitment Office (SRO) publishes advert (including call for candidate nominations) locally and internationally SRO sends targeted search letters (including advert and job description) to various bodies/individuals SRO contacts nominated candidates SRO makes applications available to selection committee After closing date, grading sub-committee meets and makes initial recommendations SRO obtains referee's reports and any other information required by selection committee Selection committee holds meeting to agree on shortlisted candidates Selection committee decides on open process? Yes Due to confidentiality reasons, Selection committee any candidates unable to decides to forgo initial Yes Nο participate in open open process? process? No Selection committee consults with Selection committee conducts No candidates concerned about interviews with candidates and confidentiality of their application reaches consensus on and offers opportunity to withdraw preferred candidate SRO liaises with GSB on details of open process e.g. candidate presentations, visits to GSB sections, meetings with GSB sections and Advisory Board. SRO gathers open process feedback from GSB Preferred candidate required to present to the GSB staff and Advisory Board Selection committee conducts interviews with candidates and reaches consensus on recommended candidate Selection committee provides report and candidate recommendation to combined meeting of GSB Management Committee and GSB Academic Committee Page 2 Page 1

## Process: Appointment of new Graduate School of Business (GSB) Director Page 1 **GSB** Selection committee committees reconvenes to decide on indicate confidence in way forward recommended candidate? Yes Selection committee submits report and recommendation for consideration by the Institutional Forum Institutional Forum states reasons for dissatisfaction Institutional Forum with report and makes suggestions for resolving verifies report? perceived deficiencies Selection Committee and Institutional Forum engage in dialogue with a view to resolving any issues and Yes concerns to their mutual satisfaction Institutional Forum sends report and any process recommendations to Council Selection committee submits full report on recruitment and selection process to Council (including CV of recommended candidate, reasons for candidate recommendation and names of short-listed candidates) along with the Institutional Forum report Council considers reports and recommendations from selection committee and Yes Institutional Forum Council approves selection Selection committee reconvenes committee's to consider report from Council recommended candidate? Selection committee decides to Yes resubmit to Council? VC (or nominee) informs successful candidate and negotiates appointment details No Selection committee decides to restart UCT's Remuneration Committee decides on Cost of Employment (COE) selection process Appointments Office makes formal offer

Selection committee reconvenes to

decide on way forward

Candidate

accepts offer?

Yes

Candidate commences duty