

**INTERNAL ADMINISTRATIVE PROCEDURES FOR FACULTY MANAGERS (OR GSB EQUIVALENT)  
IN APPOINTMENT OF NEW DEANS OR GSB DIRECTOR**

**Note:**

In the appointment of a new GSB Director:

- where the procedures refer to the [Policy on appointment of new Deans](#), refer to the [Policy on appointment of a new GSB Director](#), and
- where the procedures refer to the faculty board, this should be read as “the relevant GSB Committees”.

Policy Reference	Internal Faculty Procedure
<p><b>Section 3:</b></p> <p><b>Constituting the selection committee</b></p>	<ol style="list-style-type: none"> <li>1. Call a special meeting of the DAC and circulate the <a href="#">Policy on Appointment of new Deans</a> in advance.</li> <li>2. Check Faculty Board membership list is 100% correct.</li> <li>3. Call a special meeting of Faculty Board, include item with proposed structure on agenda and include the Policy on Appointment of new Deans as above.</li> <li>4. Call for nominations for faculty-specific member categories.</li> <li>5. Prepare nomination forms and organise ballots. (A postal ballot to constitute the selection committee is allowed).</li> </ol>
<p><b>Section 6:</b></p> <p><b>Open process prior to interviews</b></p>	<ol style="list-style-type: none"> <li>1. In the event of a public presentation, call a faculty-wide seminar/presentation session.</li> <li>2. Liaise with Staff Recruitment Office (SRO) on date, times and venue.</li> <li>3. Send out agenda, setting out process and (in consultation with SRO) expected timelines for process.</li> <li>4. Request candidates’ CVs from SRO and place on faculty Vula website (provide link in agenda).</li> <li>5. Provide faculty with email address of person in SRO to whom they can send feedback by a due date.</li> <li>6. <u>Optional:</u> Before meeting, inform SRO that Faculty Board is likely to ask for candidates’ overhead presentations after they have presented. If possible, obtain in advance of meeting.</li> <li>7. Inform Faculty Board that presentations will be published on Vula after presentations.</li> <li>8. Should the selection committee decide to forgo the public presentations, the SRO will keep the Faculty Manager informed of any other arrangements.</li> </ol>
<p><b>Section 7:</b></p> <p><b>The approval process</b></p>	<ol style="list-style-type: none"> <li>1. The special Faculty Board meeting must follow as soon as possible after the selection committee has made a recommendation, but Faculty Managers should not await the outcome before issuing a notification of the Board meeting, which should emphasise the quorum and voting rules as per the <a href="#">Policy on Appointment of new Deans</a>.</li> <li>2. It is advisable to set two dates for the special Board meeting in the event that the selection committee does not reach a decision on the planned date. By sending the notification timeously it ensures a quorum, without which the ballot will be invalid.</li> <li>3. Note quorum rules for this meeting. Calculate the quorum in advance and work with the Heads of departments (HoDs) to ensure the attendance of the Board members from their departments. (Not all academics are necessarily members of the Board,</li> </ol>

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so ensure that HoDs have official membership lists to avoid them inviting all academics). Note that the DVCs (ex officio members of the Board) are counted for calculating a quorum.

4. Ensure that the outgoing Dean and any member of the Board who applied for the position are aware that they may not attend the meeting and may not vote. In addition, only members of the Board may vote and attend, not all usual 'by invitation' attendees.
5. The Faculty Board agenda should be issued immediately after the selection committee makes a recommendation and it must include the details of the candidates, a web link to the faculty Vula website for access to the candidates' CVs and the names of the electoral officers (discuss the electoral officers with the chair of the selection committee).
6. The report from the VC/DVC who chaired the selection committee will usually be presented orally, but the VC/DVC may choose to present a written report and may request that it is circulated to the Faculty Board beforehand. Liaise with the SRO on this.
7. Ensure that printed ballots are prepared in advance and issued to members against the Faculty Board membership list. Prepare the A5 ballot paper as follows :

<i>Does candidate x have your confidence as Dean of the Faculty?</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
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If the selection committee ever decided to put forward more than one candidate's name, the second name must be on a separate ballot paper:

<i>In the event of the first candidate declining the offer, would you have confidence in candidate xx as Dean of the Faculty?</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
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8. Keep records of attendance and issue the ballot papers at the door. (Have sufficient support staff to run multiple register /issue desks to avoid a bottleneck at the door.)
9. Count the ballot papers in the venue in the presence of the chair unless the chair directs otherwise. Count and check the ballots returned and reconcile against the numbers issued. Inform the chair of the outcome of the ballot. (A spoilt paper or an abstention is effectively a vote against).
10. Inform members of the Faculty Board of the outcome after having consulted the Chair who is to advise how best to do this.
11. The detailed result of the ballot must be recorded in the minutes of the special Board meeting, which are **confidential** to members of the Board. A copy of the minutes must also be made available to the SRO for the record.(Confidential minutes must be marked as confidential and must not be circulated to non-members.)