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| HR162a | **SELECTION COMMITTEE  CHIEF OPERATING OFFICER** | whitebacklogo |

NOTES

* Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>

**COMPOSITION OF COMMITTEE**

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| The selection committee will be constituted by the Chair of Council in consultation with the Vice-Chancellor as set out below. In choosing members they must have regard to the need for diversity, experience and expertise.  There should be at least one representative from each constituency, but the number of people who serve on the selection committee shall be decided by the Chair of Council in consultation with the selection committee members and the Vice-Chancellor. | | | |
| **CONSTITUENCY** | **TITLE** | **NAME** | **DEPARTMENT / FACULTY** |
| Chair or Deputy Chair of Council (Chair) |  |  |  |
| External Council members (two, elected by the Council plus one alternate) |  |  |  |
|  |  |  |
| Vice-Chancellor |  |  |  |
| Executive Officer/s (DVCs)  (one, appointed by the VC) |  |  |  |
| Executive Directors (From the departments of Properties and Services, Finance, ICTS and HR) |  |  |  |
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| Senate Member (one, appointed by the VC) |  |  |  |
| Dean representative/s  (up to two, elected by the Deans) |  |  |  |
|  |  |  |
| PASS staff representative in PC10 & above from department/s in question  (one, elected from/by the PC10 up staff of all four departments collectively) |  |  |  |
| PASS Staff representative/s below PC10 from department/s in question (The four staff bodies (unions) with the most constituents are invited to nominate a total of four PASS staff who are union members. One union member from each of the departments in question; Properties and Services, Finance, ICTS and HR) |  |  |  |
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| Academic Union Member  (one, elected by Academics’ Union) |  |  |  |
| Employment Equity representatives (one, elected by EEF plus one alternate) |  |  |  |
|  |  |  |
| Student representative/s (one undergraduate, one postgraduate, plus one alternate, elected by SRC) |  |  |  |
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| Further member/s appointed by the VC, to provide appropriate balance and diversity |  |  |  |
|  |  |  |
| External member/s (non-voting members appointed for their professional or other relationship with the department) appointed by the VC |  |  |  |
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**AUTHORITY FOR APPOINTMENT OF COMMITTEE**

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| --- | --- | --- | --- |
|  | PRINT NAME | SIGNATURE | DATE |
| Vice-Chancellor |  |  |  |
| Chair of Council |  |  |  |

**COMPLETING A SELECTION COMMITTEE**

**CHIEF OPERATING OFFICER FORM**

HR162a

## When do I complete this form?

This form is used when the University appoints a selection committee to recruit and fill a vacant Chief Operating Officer post. It details the composition of the committee. The form is completed by the Staff Recruitment Office and forwarded to the Vice-Chancellor and Chair of Council for approval.

## What other forms do I need to complete?

No other forms.