



UNIVERSITEIT • STELLENBOSCH • UNIVERSITY  
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## **JOB DESCRIPTION: FACULTY DEAN**

### **GENERAL**

1. The Dean is the executive head of the faculty concerned and, as academic leader, is responsible for the strategic positioning and pursuit of strategic goals as derived from Vision 2012, the Strategic Framework and the Stellenbosch University Business Plan. The successful accomplishment of these aims requires the appropriate service delivery by the relevant support service environments. The exercise of leadership and managerial responsibility includes:
  - 1.1 positioning the faculty within national education policy;
  - 1.2 positioning the faculty within the core business of Stellenbosch University with regard to research, teaching and community interaction;
  - 1.3 drawing up a business plan for the faculty and facilitating, in consultation with the management of academic departments and centres, a process for carrying an action plan into effect through which the faculty's contribution to the realisation of the strategic goals of the University may be implemented;
  - 1.4 achieving the financial management target of the faculty;
  - 1.5 marketing the faculty nationally and internationally; and
  - 1.6 ensuring the wellbeing of staff and students.

### **TEACHING AND LEARNING**

2. The Dean, in consultation with the Vice-Rector (Teaching) and with the support of the service divisions reporting to the Vice-Rector, is responsible for the effective and

correctly focused implementation in the faculty of the teaching and learning policy and strategy of the University, and for establishing the necessary structures that will ensure that the academic offering of the faculty is both relevant and of a high quality. More specifically it includes the management of the following:

- 2.1 overall planning, development, renewal and changing of academic programmes to ensure meaningful academic outcomes, quality, effectiveness and financial viability, and obtaining the necessary approval of the Faculty Board, the Academic Planning Committee and Senate;
- 2.2 the process of programme accreditation;
- 2.3 optimising the through-put rate of undergraduate and postgraduate students;
- 2.4 the faculty's Committee for Learning and Teaching and the programme committees;
- 2.5 external assessment (in a cycle as determined from time to time) of all departments in the faculty; and
- 2.6 admission of students with a reasonable potential for success.

### **RESEARCH, INNOVATION AND COMMERCIALISATION OF THE KNOWLEDGE BASE OF STELLENBOSCH UNIVERSITY**

3. The Dean, in consultation with the Vice-Rector (Research), the Senior Director: Research Development or his/her delegate, and with the support of the service divisions reporting to these functionaries, is responsible for the effective and appropriate implementation within the faculty of the research policy and strategy of the University, and for setting up the necessary structures that will ensure that the research in the faculty is relevant and of a high quality. More specifically it includes the management of the following:
  - 3.1 establishing a sound research culture in the faculty;
  - 3.2 initiating and promoting ethically accountable research of quality, and increasing research output;
  - 3.3 managing overall the faculty's research portfolio, inter alia the pursuit of the current research focus areas;

- 3.4 supervising the management of internal and external funding for financing research and the discharge of responsibilities in that regard;
- 3.5 approving or recommending research contracts within delegated competence;
- 3.6 helping to establish young researchers; and
- 3.7 establishing a sound culture of innovation and commercialisation in the faculty.

### **SERVICE TO THE COMMUNITY**

- 4. The Dean, with reference to the Community Interaction Policy and Plan and with the support of the service divisions reporting to the Vice-Rector (Community Interaction and Personnel), is responsible for:
  - 4.1 managing service to the community as an integrated part of the teaching and research activities of the faculty; and
  - 4.2 creating and maintaining the necessary structures in the faculty by means of which effective and relevant service can be delivered to the community.

### **STAFF**

- 5. The Dean, in consultation with the Vice-Rector (Community Interaction and Personnel) and the Chief Director: Strategic Initiatives and Human Resources or his/her delegate, is responsible for the effective implementation of the human resources plan and strategy of the University. In this regard, the Dean is responsible for the management and execution of actions and processes with a view to, amongst other matters, the following:
  - 5.1 maintaining accepted performance standards and, as far as is practical, ensuring the fulfilment of the service conditions and work agreements of all staff within the faculty;
  - 5.2 fostering and maintaining sound personal and professional relationships among the members of staff and between staff and clients;
  - 5.3 developing the expertise of staff;
  - 5.4 promoting employment equity and the goals associated with it;

- 5.5 drawing up and updating a rolling three-year staff plan;
- 5.6 being involved appropriately in labour law matters, disciplinary procedures and grievances, and referring them where necessary;
- 5.7 submitting recommendations on top performers in the faculty for consideration for the Rector's Award for Outstanding Teaching, the Rector's Award for Outstanding Research and the Rector's Award for Outstanding Service;
- 5.8 recommending the filling of posts and the promotion of staff to the decision-making body concerned; and
- 5.9 granting permission to staff to undertake outside work.

## **FINANCE**

- 6. The Dean, with the support of the Division of Finance, is responsible, in terms of the financial management principles and financial policy of the University, and the operational balance of the faculty, for the effective and transparent management of the finances of the faculty, with the following key components:
  - 6.1 managing all funds and income generated and available in the faculty;
  - 6.2 drawing up and updating the business plan and rolling three-year financial plan for the faculty with regard to all income (income streams) and funds, of which the annual budget forms part;
  - 6.3 drawing up and developing projections for third-stream income for the faculty;
  - 6.4 assigning all income and funds to the environments within the faculty, and employing them effectively and regularly;
  - 6.5 managing and controlling the annual budget;
  - 6.6 formulating proposals for the annual fixing of tuition fees and materials fees for the various academic programmes;

- 6.7 considering, prioritising and recommending all applications for funding from the Strategic Fund; and
- 6.8 reporting on the procuring, application and state of income and funds at the faculty's disposal.

### **INFRASTRUCTURE AND OTHER ASSETS**

- 7. The Dean, with the support of the relevant support service environments, is responsible for:
  - 7.1 the effective management (use and maintenance) of the infrastructure and other assets of the faculty.

### **STUDENTS**

- 8. The Dean, with the support of the relevant support service environments, is responsible for the management of or the execution of actions and processes with a view to:
  - 8.1 recruiting and retaining new students in accordance with the enrolment planning objectives of the University;
  - 8.2 welcoming new students and providing orientation with regard to the activities of the faculty;
  - 8.3 promoting successful study by its students;
  - 8.4 promoting the value systems of the University; and
  - 8.5 creating and maintaining effective communication with students.

### **PROVISION OF INFORMATION**

- 9. The Dean, with the support of Institutional Planning, is responsible for:
  - 9.1 providing specific information which does not already exist on the central database of the University, but which is required from time to time for the overall management of Stellenbosch University; and
  - 9.2 periodic reporting on the activities of the faculty and staff and the ways in which finances and facilities are obtained and applied.

**COMPETENCES**

10. The Dean has the following competences:
  - 10.1 the Dean is a member of Senate and of the Executive Committee of Senate. The Dean, as a member of Senate, may also be elected to one or more of the standing committees of Council and Senate:
  - 10.2 the Dean is the chairperson and chief executive authority of the Faculty Board and of the Faculty Committee of the Faculty Board (where it exists in the faculty concerned). As the chief executive officer of the faculty, the Dean carries the final responsibility for delegated management decisions for which the faculty has power of disposal;
  - 10.3 the Dean is accountable to the Rector, with the Vice-Rector (Teaching) exercising the delegated co-ordinating competence on behalf of the Rector. With regard to functional responsibility, the Dean reports to the Rector's Management Team. For these purposes, the Rector's Management Team is defined as in the Statute as approved by Council;
  - 10.4 the Dean or his/her delegate is the chair of all subcommittees of the AC(S) with regard to the filling of posts or the promotion of academic staff in the faculty concerned. The Dean is supported in this connection by the Division of Human Resources in order that the University's regulations, guidelines and policies with regard to appointments and promotions are complied with;
  - 10.5 the Dean may delegate functions in accordance with the organisational model applying in the faculty concerned and in terms of a documented framework for delegation;
  - 10.6 the Dean concludes a work agreement with the Vice-Rector (Teaching) according to which performance is measured; and
  - 10.7 the Dean has managerial authority over all staff in the faculty in terms of policy laid down by Senate and Council. This managerial authority is exercised for the

improvement of the faculty's performance with regard to the strategic management indicators, as agreed upon in terms of the Dean's work agreement and contained in the faculty's business plan.

## **APPOINTMENT**

11. Deans are appointed in accordance with the regulations governing the appointment of deans.

Afrikaans version finalised by the V-R(O) and Jan Knight, in consultation with Deans 07 June 2006