



CHARTER FOR SENATE

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CHARTER FOR SENATE

1. NAME

The structure is known as Senate.

2. STATUS

Senate is the academic statutory structure in accordance with sections 19-28 of the UJ Statute. Senate is accountable (to Council) for all the teaching, learning, research and other academic functions and activities of the University and all other functions delegated or assigned to it by Council.

Note: This Committee is mandated by the Higher Education Act, as Amended (Act # 101 of 1997) and by the Regulations for the Reporting by Public Higher Education Institutions (Government Notice R 464, 2014).

3. PURPOSE

- 3.1 Senate provides academic leadership and is accountable to Council for regulating the University's academic mandate, which *inter alia* include all teaching, learning and research functions, subject to the provisions reflected in the Higher Education Act, as amended and the UJ Statute in accordance with sections 19-28 of the UJ Statute.
- 3.2 The focus is on all the strategic objectives and subsequent key performance areas and indicators related to the University's core academic business.

4. COMPOSITION

- 4.1 Vice-Chancellor and Principal, who serves as the Chairperson. When the Chairperson is absent for a meeting, they will appoint an MEC member to act as Chairperson.
- 4.2 Two external members of Council appointed by Council.
- 4.3 MEC members.
- 4.4 Executive Deans¹.
- 4.5 Full professors (permanent or on fixed-term appointment of at least three years, including full professors appointed in support divisions, excluding post-retirement appointees and visiting academics).
- 4.6 Distinguished professors.
- 4.7 SARChI Chairs (including those on post-retirement contracts).
- 4.8 Executive/Senior Directors responsible for:
 - 4.8.1 Academic Development and Support.
 - 4.8.2 Library and Information Centre.
 - 4.8.3 Research Development and Support.
 - 4.8.4 Postgraduate Studies.
 - 4.8.5 Strategic Initiatives and Administration.

¹ Executive Dean refers to executive deans and the JBS Dean.

- 4.8.6 Central Academic Administration.
- 4.8.7 Division for Institutional Planning, Evaluation and Monitoring.
- 4.8.8 Global Engagement.
- 4.8.9 Student Affairs.
- 4.9 Two representatives of the UJ Student Representative Council (UJ-SRC) elected by the SRC.

Additional members determined by Senate

- 4.10 Vice-Deans (who are not otherwise full professors).
- 4.11 Heads of academic schools (who are not otherwise full professors).
- 4.12 Heads of academic departments (who are not otherwise full professors).
- 4.13 Heads/directors of the Global Excellence and Stature (GES) flagship institutes (who are not otherwise full professors).
- 4.14 Up to twenty academics from a diversity of designated groups (who are not otherwise members of Senate) nominated by the executive deans and appointed by the Vice-Chancellor and Principal.
- 4.15 One postgraduate student nominated by the MEC Academic Committee (MECA).
- 4.16 One postdoctoral fellow nominated by the Senior Director: Postgraduate School in consultation with MECA.

Invitees

- 4.17 Heads of Faculty² Administration.

5. FUNCTIONS

- 5.1 Senate functions in accordance with the statutory functions in accordance with sections 19-28 of the UJ Statute, and in accordance with the Higher Education Act, as Amended.
- 5.2 Without derogating from the generality of Section 19 of the UJ Statute, the functions of Senate are as follows:
 - 5.2.1 Provides strategic academic leadership, protects the academic integrity within the University, and debates matters of academic principle.
 - 5.2.2 Approves strategic academic matters (i.e. academic strategic objectives, academic architecture and amendments thereof, academic programme site of deliveries, etc.).
 - 5.2.3 Approves new academic programmes for external submission.
 - 5.2.4 Approves academic programmes with a 50% or more amendment, including name changes of academic programmes for external approval.
 - 5.2.5 Approves credit-bearing continuing education programmes.
 - 5.2.6 Approves new and amended programme admission requirements for subsidised academic programmes.
 - 5.2.7 Considers the University's Enrolment Plan in accordance with the Department of Higher Education's guidelines (recommended to Council for final approval).
 - 5.2.8 Approves the Academic Calendar and Academic Regulations, and amendments thereto.
 - 5.2.9 Considers the conferral of Honorary Degrees for final approval by Council.
 - 5.2.10 Votes on the Vice-Chancellor and DVC appointments. The outcome of the voting is shared with the Selection Committee.
 - 5.2.11 Establishes Senate Committees (in accordance with sections 31-33 of the UJ Statute) and approves the respective charters.

² Hereafter faculty refers to the CBE, JBS and the faculties

- 5.2.12 Notes, considers and approves the decisions taken or recommendations made by the Senate Committees (in accordance with the approved delegation of authority of each committee).
- 5.2.13 Approves new (or significant amendments of) policies and other proposal documents on matters of an academic nature.
- 5.2.14 Recommends the academic and research employee categories and the subsequent appointment and promotion criteria to the Council for approval.
- 5.2.15 Considers the Student Representative Council's Constitution, the disciplinary measures and Rules concerning students and advises the Council accordingly for final approval by the Council.
- 5.2.16 Elects Senate representatives on Council, Council Committees, Senate Committees and other statutory committees.
- 5.2.17 Reviews the functionality of Senate and Senate Committees.
- 5.2.18 Assists the Council to comply with the principles of public accountability related to the University's academic responsibilities.
- 5.2.19 Protects the University's role with reference to academic freedom and academic autonomy, with due regard to its public accountability.
- 5.2.20 Deliberates on any matter that, in the opinion of the Chairperson, should serve at Senate in the interest of academic excellence.

6. SCOPE OF AUTHORITY

The scope of authority is in accordance with the statutory requirements as reflected in the Act and the UJ Statute.

7. MEETING PROCEDURE AND REPORTING

- 7.1 Senate meets at least quarterly (meeting dates set in advance and contained in the University's Year Programme).
- 7.2 Senate is quorate if at least forty percent (40%) of the members (excluding those members who have been granted official teaching, academic-related travel, research or sabbatical leave of absence) are present and remain present during the transacting of business and decision-making.
- 7.3 Members are required to declare any conflict of interest at the meeting.
- 7.4 The Chairperson shall excuse from the meeting or from any item on the agenda, any member or invitee (or representatives) who could, in the opinion of the Chairperson, have any conflict of interest.
- 7.5 No provision is made for an alternate to represent a Senate member at a Senate meeting.
- 7.6 The Chairperson may call a special or emergency meeting in accordance with the Rules for Effective Meetings.
- 7.7 The Chairperson may invite persons who are not otherwise members of the Senate to attend meetings, provided that they participate in discussions but may not vote.
- 7.8 Members diligently execute their duty of care and skill, as well as fiduciary duties during deliberations and decision-making.
- 7.9 Senate adheres to its duty to act within its powers of authority.
- 7.10 Decision-making is primarily based on the principle of consensus and/or sufficient consensus when applicable.
- 7.11 If consensus cannot be reached, a principle/motion is put to the vote, and it is carried if a simple majority vote of those present at the meeting has been obtained.

- 7.12 The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote.
- 7.13 Invitees do not have voting rights.
- 7.14 The election of Senate representatives on Council, and other statutory committees is in accordance with the Election Rules and based on the principle of preferential voting.
- 7.15 The University Secretariat provides the secretariat who administers meetings in accordance with the Rules for Effective Meetings.
- 7.16 The minutes of each meeting are considered at the next meeting.
- 7.17 A quarterly report is submitted to the Council for noting or consideration when applicable.

8. TERM OF OFFICE AND DISSOLUTION OF SENATE

- 8.1 Executive leaders/managers (Vice-Chancellor and Principal, MEC members, Executive Deans, Executive/Senior Directors, Vice-Deans (who are not otherwise full members of Senate), Heads of Academic Schools (who are not otherwise full members of Senate) and Heads of Academic Departments (who are not full members of Senate) serve by virtue of their office.
- 8.2 Elected or appointed members serve for a term as determined by the relevant constituency.
- 8.3 The SRC representative(s) serve for a term determined by the UJ SRC when they are elected, provided that membership ceases automatically when a student member ceases to be a member of the SRC or a registered student.
- 8.4 The Postgraduate Student representative serves in accordance with the duration of their registration for the particular qualification in which they were enrolled when elected (not exceeding the maximum time allowed for the qualification).
- 8.5 The Postdoctoral Fellow representative serves for a two-year term (provided this term aligns with the duration of your postdoctoral contact), representatives are eligible for one additional term.
- 8.6 Senate is a statutory structure in accordance with the UJ Statute, the Higher Education Act, as Amended (Act # 101 of 1997) and the Regulations for the Reporting by Public Higher Education Institutions (Government Notice R 464, 2014), and may not be dissolved.

Original Charter approved by Senate on 18 February 2008.

Amended Charter in accordance with the Institutional Statute approved by Senate on 17 November 2010.

Titles aligned with approved ELG Organogram 2013.

Amendments to the composition approved by Senate on 13 November 2014.

Titles aligned with approved ELG Organogram 2016.

Amendments to the composition approved by Senate on 15 September 2016 and Council decision on CFO and COO on 28 March 2018

Amendments approved by Senate on 27 March 2018

Amendment approved by the Senate on 14 March 2019

Clause 4.17 aligned with UJ Statute, promulgated 19 July 2019

Amendments approved by Senate on 12 March 2020

Amendments approved by Senate on 16 September 2020

Amendments approved by Senate on 18 March 2021

Amendments approved by Senate on 22 March 2022
Amendments approved by Senate on 16 March 2023
Amendments approved by Senate on 14 March 2024