



## POLICY ON HOUSE WARDENS AT STUDENT RESIDENCES

<b>Policy Owner</b>	Senior Director: Student Affairs
<b>Division/Unit/Department</b>	Student Affairs
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<b>Approved by</b>	MEC
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<sup>1</sup> Approval must be by the same structure that approved the initial Policy.

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## 1. PREAMBLE

This policy document outlines the requirements, recruitment process, responsibilities and terms of office and related matters of House Wardens at all student residences under the full control of the University of Johannesburg.

## 2. PURPOSE

The purpose of the policy is to provide guidelines for the functioning of House Wardens in residences and to provide criteria for eligibility for the appointment of house wardens, the applications and appointment processes.

The House Warden Policy exists to ensure a smooth-running and supportive residential experience for students at the university. Here's a breakdown of its key purposes:

- **Establishes Guidelines for House Wardens:** The policy outlines the expected duties, behaviours, and responsibilities of House Wardens. This ensures consistency and professionalism in their approach to managing student residences.
- **Sets Eligibility Criteria:** The policy defines the qualifications and experience required for someone to become a House Warden. This ensures they possess the necessary skills and background to effectively support and guide students.
- **Promotes a Positive Residence Environment:** By establishing clear guidelines and expectations, the policy indirectly contributes to creating a safe, respectful, and productive living environment for students in the residences.

## 3. SCOPE

This policy applies to all Residence Management and students in Student Accommodation and Residence Life.

## 4. REVIEW OF POLICY

The review of this policy will be conducted following the approved University Policy on Policy Development and will take place in consultation with relevant stakeholders.

## 5. DEFINITION

House wardens at the University of Johannesburg are full-time employees on fixed-term contracts. They are responsible for the well-being and holistic development of the students residing in their assigned residences.

## **6. ELIGIBILITY CRITERIA**

To qualify for appointment as a House Warden, an individual must comply with the following criteria: The individual must be a full-time employee of the University of Johannesburg and their appointment must be such that the individual can devote time to executing the responsibilities of a House Warden.

6.1 He/she must have academic standing in the University of Johannesburg community, either because he/she is an academic member of staff or, if not, holds at least a master's qualification or equivalent.

6.2 He/she must be a mature person with experience of dealing with University students.

## **7. FUNCTIONS OF A HOUSE WARDEN**

7.1 He/she is responsible for the well-being of the students resident in the residence concerned.

7.2 To ensure that the holistic development of the students concerned in preparation for the world of work and responsible citizenship is promoted, by a constant focus on academic performance and the promotion of a culture of learning

7.3 To ensure that governance arrangements and committee structures in the residence function well and serve to foster healthy relationships between the students and all other stakeholders.

7.4 He/she enforces discipline in the residence and ensures that the rules and regulations governing student conduct and student accommodation are adhered to.

7.5 To chair the disciplinary committee of the residence.

7.6 To facilitate the elections of the house committee including the appointments of Resident Academic Advisors

7.5 To liaise with the parents and/or guardians and/or of the students for which he/she is responsible in respect of all matters that concern the welfare of such students.

7.6 To attend to house activities and activities organized by the Student Affairs Division.

7.7 House Wardens will fully facilitate the promotion of a learning culture, academic excellence, and the development of leadership qualities of students.

## **8. RECRUITMENT PROCESS**

8.1 Whenever a vacancy for a House Warden occurs, the University shall advertise such vacancy per the university resourcing policy.

- 8.2 Applicants apply for the position per the process described in the advertisement and as per the process prescribed in the Human Capital Management Division.
- 8.3 A Selection Committee determines a shortlist of no more than three candidates per position. This Committee is comprised as follows:
- (i) Senior Director: Student Affairs
  - (ii) Director: Human Capital Management or her/his nominee
  - (iii) Director: Student Accommodation and Residences
  - (iv) The Chairperson of the House Committee
  - (v) A current House Warden nominated by the Senior Director: Student Affairs.
- 8.5 The appointment will be done as per the resourcing policy.
- 8.6 The result of the interview process is provided to the (MEC) Management Executive Committee. Based on the information provided, the MEC decides to whom an offer of employment as House Warden should be made.
- 8.7 A House Warden is appointed on a fixed-term contract for a period of three to five years, as determined by the MEC. Depending on individual circumstances, the offer of employment as a House Warden may include university accommodation, on terms agreed upon between the university and the individual concerned.

<b>Approval History Table</b>	
<b>Name of Approval Body (Committee)</b>	<b>Date that the policy/review was approved</b>
MEC	08 September 2009 (Initial Approval)
MEC	30 July 2024 (Amendments Approved)