

ENROLMENT OF STUDENTS FROM 1970 to 1980

1970	1843	}	10%
1971	2028		5,9
1972	2148		2,5
1973	2203		6,3
1974	2342		1,2
1975	2370		4,6
1976	2480		7,0
1977	2654		4,6
1978	2776		1,2
1979	2809	}	3,7%
1980	2915		

→ 58%

Johannesburg office

1979 R32 000 total expenditure

Increase in % age of students from the Transvaal

1962 20,5%

1975 14,7% - when Johannesburg office was started

1980 22%

(1). What is the ratio of the increase in student enrollment in the years 1970 and 1980?

Smit (2). What is the ratio of the increase in staff relative to the academic, administrative and technical divisions of the University for the years 1970 and 1980?

1979 R32 000

Palp What is the annual expenditure on the University's Johannesburg office, including salaries, rentals and telephone expenses? Are the returns from this expenditure considered adequate? increase in % Transvaal student

✓ During the calendar years 1979 and 1980 to date, how many new full-time posts has the University established from its own resources (rather than from 'outside' funds)?

1962	20,5
1975	1417
1980	227

- (a) On the teaching staff?
(b) In the administration?

✓ (A). Are non-academic staff members classified as civil servants?

✓ (B). If the answer is in the affirmative under which department do we fall regarding salaries and conditions of service?

At certain universities in South Africa a portion of the annual leave entitlement is accumulative. Can this benefit not be extended to Rhodes University?

✓ Why should there have been percentage variations in the April, 1980 revised salary awards for academic, black and technical staffs respectively?

WITH THE HIGH COST OF LIVING AND SALARIES WHICH ARE NOT KEEPING PACE WITH INFLATION, ESPECIALLY FOR THOSE ON THE TOP OF THEIR SCALE, MANY MEMBERS OF STAFF FEEL THAT ANY RESTRICTIVE CLAUSES IN THEIR CONDITIONS OF SERVICE REGARDING REMUNERATIVE ACTIVITIES OUTSIDE OFFICE HOURS BE DROPPED. CAN THE VICE CHANCELLOR PLEASE AGREE TO THIS GENERAL REQUEST.

To what extent is it the policy of the University to hand over control of its research units, where possible, to other bodies considered to be able to finance these units on a permanent basis?

Personal promotion

Could the Vice-Chancellor please comment on the priorities given to the criteria for personal promotion of members of the academic staff? The application procedures are comprehensive and clear, but the grounds on which an application is either accepted or rejected seem to be left to the applicant's conjecture. The fact that candidates seem to be successful in any one year may inhibit other members of staff from applying, because they may feel that the whole exercise will prove to be a waste of time.

There seems to be uncertainty about the conditions of service (i.e. number of teaching periods per week, other departmental duties, time available for private academic research) of temporary academic staff. It is felt that because of this uncertainty, a number of temporary academic staff are in a position where their services are being exploited by the University. In some cases they are given heavy teaching loads which may even be heavier than those of their permanent colleagues. They may also be expected to assist with much of the administrative work of a department. Situations of this kind tend to make it difficult for them to do their own research adequately. Yet their research is of great relevance to their worth as scholars and teachers and to their eligibility for permanent academic appointments. The result is often a feeling of frustration, which is aggravated by the lack of leave opportunities.

It would be appreciated if the Vice-Chancellor would clarify the University's position on the following matters as applicable to temporary academic staff:

- 1) The number of teaching periods expected per week;
- 2) The maximum amount of time which may be spent on departmental administration.

In the light of recent appointments to the academic staff at senior levels would the Vice-Chancellor care to elaborate on the criteria for selecting the successful candidates for such posts at Rhodes; for it seems (to me) that appointments of relatively underqualified and inexperienced applicants to senior posts, and promotions which appear to be premature, are more frequent in departments with links to the professions and business than those closer to the academic heart of this or any university.

My particular 20

NUMBER OF PERMANENT ESTABLISHED POSTS

	1970	S: S 10.7		1980	S: S 12.8	% Increase
<u>Departmental Staff</u>			<u>Departmental Staff</u>			
Academic	172 posts		Academic	228 posts		32,56
Technical	20 & 2 P/T posts		Technical	44 posts		109,52
Clerical	13 & 9 P/T posts		Clerical	21 & 23 P/T posts		85,71
	216			316		46%
<u>Administrative Staff</u>			<u>Administrative Staff</u>			
Senior Administrative	16 posts		Senior Administrative	31 posts (includes 2 Architects)		93,75
Clerical	29 posts & 1 P/T post		Clerical	51 & 3 P/T posts		77,97
	46			84		82%

Notes:

- (1) Five clerical posts in the Word Processing Unit although included under Administration do a considerable amount of work for Academic departments.
- (2) The Sports Officer and his Secretary have been included under Administration.
- (3) SAPSE staff (1½ posts) have not been included in the above figures.
- (4) Printing and Duplicating and Maintenance staff have not been included in the above figures.
- (5) Security and Janitorial staff, the Commissionnaire and two Sports Supervisors have not been included in the above figures.

Justification the same: Is overall pattern of staff improved?

The following new posts have been established from the University's own funds during 1979 and 1980:

Academic 11 posts (8 S.L., 1 L., 1 J.L.)

Administration 12 posts (1 Deputy Director of Business Affairs
1 Public Relations Officer, 1 Training Officer, 1 Assets Administrator
4 Clerks in the Finance Division, 2 Clerks in the Business Affairs
Division, 2 Clerks in the Word Processing Unit).

Notes:

Of the 12 administrative posts only three can be regarded as senior administrative posts.

In addition to the above, one Dean of Studies and two academic posts have been created for the East London operation.

In addition to the above academic posts the following promotions have been approved:

- 1 Associate Professor to Professor
- 3 Senior Lecturers to Associate Professors
- 12 Lecturers to Senior Lecturers
- 1 Junior Lecturer to Lecturer

Non-academic staff members are most certainly not classified as civil servants.

The purpose of granting annual leave is to allow a staff member a period of absence for physical and mental refreshment. A non-academic staff member has a period of two years in which to take his annual leave. The University is not in favour of allowing members of staff to accumulate their annual leave; such a concession is costly and not in the interests of the University. This category of staff is allowed long leave after five years service and can take this leave over a period of five years.

A separate scale for academic staff has been introduced by the Government. The key-scale for civil servants applies to all non-academic staff with the exception of those employed in the Residences. Non-academic staff were converted to the key-scale on 1st April 1980. The percentage increase varied according to the salary notch of the individual staff member.

The University cannot automatically allow all staff members to undertake remunerative work outside their normal University duties. Each case is dealt with on its merits. Permission is normally granted on condition that the staff member's outside activities do not interfere with his University work.

The criteria for personal promotion is set out in the attached Notice. The Staffing Committee gives very careful consideration to all recommendations and applications for personal promotion in terms of these criteria. The University clearly cannot approve all recommendations and applications.

No distinction is made between the workload of a permanent and temporary academic staff member. Apart from pension and medical aid the temporary staff member would receive the same salary as a permanent staff member with equivalent qualifications and experience. Staff members are normally employed on temporary terms as leave substitutes and against temporary posts. Over the past three years the contact hours have been between ten and eleven, and in 1979 on average a staff member has spent approximately 6% of his time on administrative work. We regard this workload as reasonable.

Certain appointments to senior academic posts depend on supply and demand of certain categories of staff. It is true that it has been necessary for the University to appoint certain staff members at a senior level in order to attract and retain them. Posts included in this category are Computer Science, Business Data Processing, Accounting, Law and Business Administration. If this procedure is not adopted the University may well be forced to cease to offer certain courses and may even have to close certain departments.

NON-RESIDENTIAL STAFF

APPENDIX C

SINGLE OR
MARRIED
WITHOUT
DEPEN-
DANTS

MARRIED WITH DEPENDANTS

Present Notch	Holiday Bonus	Present Annual Emols.	Revised Notch	Service Bonus	New Annual Emols.	% Monthly increase	% Annual increase	% Annual increase if converted to next higher notch	% Annual increase
1086	91	1177	1164	97	1261	7.18	7.13	17.66	
1194	100	1294	1278	107	1385	7.03	7.03	16.53	
1302	109	1411	1392	116	1508	6.91	6.87	15.66	
1410	118	1528	1506	126	1632	6.80	6.80	14.85	
1548	129	1677	1620	135	1755	4.65	4.65	14.37	
1686	141	1827	1770	148	1918	4.98	4.98	13.84	
1824	152	1976	1920	160	2080	5.26	5.26	13.51	
1962	164	2126	2070	173	2243	5.50	5.50	13.12	
2100	175	2275	2220	185	2405	5.71	5.71	14.94	
2280	190	2470	2415	200	2615	5.92	5.87	13.84	
2460	200	2660	2610	202	2812	6.09	5.71	13.60	
2640	200	2840	2805	217	3022	6.25	6.40	13.83	
2820	200	3020	3000	233	3233	6.38	7.05	14.00	
3000	200	3200	3195	248	3443	6.5	7.59	14.15	
3180	200	3380	3390	263	3653	6.6	8.07	14.28	
3360	200	3560	3585	278	3863	6.69	8.51	14.41	
3540	260	3800	3780	293	4073	6.77	7.18		10.98
3720	260	3980	3975	308	4283	6.85	7.61		11.24
3900	260	4160	4170	323	4493	6.92	8.00		11.48
4110	260	4370	4395	341	4736	6.93	8.37		11.69
4320	260	4580	4620	358	4978	6.94	8.68		11.85
4530	260	4790	4845	375	5220	6.95	8.97		12.00
4740	260	5000	5070	393	5463	6.96	9.26		12.17
4950	260	5210	5295	410	5705	6.96	9.50		12.30
5160	260	5420	5520	428	5948	6.97	9.74		12.43
5370	260	5630	5745	445	6190	6.98	9.94		12.54
5580	260	5840	5970	463	6433	6.98	10.15		12.66
5790	260	6050	6195	480	6675	6.99	10.33		12.75
6000	260	6260	6420	498	6918	7.00	10.51		12.85
6200	260	6560	6750	523	7273	7.14	10.86		13.11
6400	260	6860	7080	549	7629	7.27	11.20		
6600	260	7160	7410	574	7984	7.39	11.50		
6800	260	7460	7740	600	8340	7.5	11.79		
7000	260	7760	8070	625	8695	7.6	12.04		
7200	260	8060	8400	651	9051	7.69	12.29		
7400	260	8480	8850	686	9536	7.66	12.45		
7600	260	8900	9300	721	10021	7.63	12.59		
7800	260	9320	9750	756	10506	7.61	12.72		
8000	260	9740	10200	791	10991	7.59	12.84		
8200	260	10160	10650	825	11475	7.57	12.94		
8400	260	10580	11100	860	11960	7.55	13.04		
8600	260	11000	11550	895	12445	7.54	13.13		
8800	260	11420	12000	930	12930	7.52	13.22		
9000	260	11840	12450	965	13415	7.51	13.30		
9200	260	12260	12900	1000	13900	7.5	13.37		
9400	260	12860	13560	1051	14611	7.61	13.61		
9600	260	13460	14220	1102	15322	7.72	13.83		
9800	260	14060	14880	1153	16033	7.82	14.03		
10000	260	14660	15540	1204	16744	7.91	14.21		
10200	260	15260	16200	1256	17456	8.00	14.39		



RHODES UNIVERSITY

N O T I C E

PERSONAL PROMOTION : ACADEMIC STAFF

I attach a Notice giving details of the rules and regulations governing personal promotion for members of the academic staff.

Please bring the Notice to the attention of staff members in your Department.

Applications and recommendations for personal promotion should reach this office by 18th April, 1980.

L. SMIT
DEPUTY REGISTRAR (STAFFING)

3/3/80



RHODES UNIVERSITY

N O T I C E

RULES AND PROCEDURES GOVERNING PERSONAL PROMOTION

FOR MEMBERS OF THE ACADEMIC STAFF

The University Council, on the recommendation of the Staffing Committee and Senate, has approved the following rules and procedures relating to the personal promotion of members of the academic staff:-

1. A member of the academic staff will in future be eligible to apply for personal promotion at any time after confirmation of his appointment to the permanent staff. Alternatively, he may be recommended for personal promotion by the Head of his Department.
2. A senior lecturer, whether he occupies a substantive post as such or has been promoted on personal grounds to senior lecturer, may be promoted on personal grounds to the grade of Associate Professor.
3. (1) A lecturer may be promoted on personal grounds to the grade of senior lecturer.
(2) A junior lecturer may be promoted on personal grounds to the grade of lecturer.
4. A member of the academic staff who applies for personal promotion will be required to submit a formal application as if he were applying for an advertised post, furnishing the names of two or three referees, and bearing in mind the criteria which will be used as guide lines in assessing the merits of candidates, and which are set out in paragraph 9.
5. A Head of Department who recommends a staff member for personal promotion will be required to submit an up-to-date curriculum vitae of the candidate together with the names of two or three referees whom the Staffing Committee may consult.
6. The Deputy Registrar (Staffing) will obtain from the staff member's Head of Department a confidential report on the same lines as that called for with regard to confirmation of an appointment to the permanent staff.
7. The Deputy Registrar (Staffing) will place all applications and recommendations for personal promotion, together with the relevant reports from Head of Departments, before the Staffing Committee at a meeting to be convened for this purpose each year.
8. The Staffing Committee, in considering candidates for personal promotion, shall have the right to consult the Head of Department concerned or any other staff member, or may seek the advice of an external assessor (or assessors) competent in the candidate's field of study, regarding his capacity, academic attainment, and degree of specialization.

9. The following criteria will apply in assessing the merits of staff members for personal promotion:

(1) Teaching ability

- (a) Overall teaching ability and scope of teaching undertaken.
- (b) Leadership and guidance in undergraduate and postgraduate research.
- (c) Participation in inter-university curriculum projects, study visits, or courses on undergraduate teaching.
- (d) Invitation to act as external examiner.
- (e) Preparation and/or publication of teaching material. Copies may be submitted for scrutiny by the committee.
- (f) Publications in educational journals and contributions to conferences about teaching.

(2) Research and Publications

- (a) Copies of publications and reviews where possible should be submitted, or full references cited if offprints are not available.
- (b) Participation in research projects, whether large or small, with an indication of the part played.
- (c) Contributions presented at research meetings or conferences.
- (d) Evidence of innovative and/or creative work and exceptional contributions in the professional field.

(3) Administration

Contribution to administration at departmental, faculty or other university levels.

Note: The above criteria will be used as guidelines, and candidates for personal promotion need not necessarily excel in all categories.

In the case of personal promotion to the rank of Associate Professor, particular attention will be given to -

- (i) academic merit;
- (ii) the staff member's potential to assume headship of a department;
- (iii) the staff member's standing in his field throughout the Republic and elsewhere;
- (iv) the staff member's publications in terms of quality and consistency;
- (v) the staff member's ability to initiate and supervise research.

A staff member should mention any other achievements which he feels will support his application.

10. The Deputy Registrar (Staffing) will formally notify a staff member of Council's final decision as soon as it is known.

11. Heads of Departments are requested to note that promotions are personal and the post will revert to the original grade in the following circumstances:
- (a) the resignation or retirement of the incumbent;
 - (b) where another established post at the higher level falls vacant or is created in the Department, the holder of personal promotion shall be transferred to the resultant vacancy.

In a case where a personal promotion is approved without the recommendation of the Head of the Department concerned, the establishment of that Department will not be adversely affected. (E.G.: Promotion *ad hominem* to a senior lectureship need not inhibit the filling by advertisement of a vacant senior lectureship on the establishment, provided the Staffing Committee recommends, and Senate and Council approve, that the vacancy should be filled at that level.)

L. SMIT

DEPUTY REGISTRAR (STAFFING)

3/3/80

[Nov 1980]

NOTES FOR THE VICE-CHANCELLOR

1. Salary Increase

A general salary increase of about 15% was granted to all junior staff from 1st April 1980.

2. Reduced daily hours of duty for Residential Staff

A detailed investigation into the work done in the Residences was carried out in all the Residences by the Training Officer and Personnel Officer during the year. As a result of this examination better work methods and procedures have been introduced which have resulted in a reduction in the number of working hours per week from about 66 to 51.

3. Attendance during Disturbances

We have been gratified to note that all the University's junior staff reported for work during the disturbances in July. We appreciate that it could not have been easy for many, and we are grateful that the staff acted in such a responsible manner.

4. Retirement of Sanatorium Sisters

The junior staff will be sorry to hear that the two Sanatorium Sisters, Sisters Hutchison and Shone, will be retiring shortly. Their good work at the Clinic has been of great benefit to the staff and the University is sure that the staff are most appreciative of their efforts and they would want their warm good wishes for a long and happy retirement to go with them.

5. Promotions

Thirty^{two} promotions were approved during the year. These include -

3 to Grade V

4 to Grade IV

17 to Grade III

3 to Grade II

1 to Chief Cook

4, 2 to Undercook

6. Mr. Euding Gxasheka - Department of Physics & Electronics

Mr. Gxasheka should be congratulated on passing the Welding Course at the Mthonjeni In-Service Training Centre at Port Elizabeth with flying colours.

7. Long Service Awards (Cheques and Watches are with Mrs. St. Quintin)

The following staff members have completed 25 years service and are eligible for long service awards:

Mr. John Dingaan - Engineering Workshops

Mrs. Lillian Heshu - Cook, St. Mary

Miss Ann Hutchinson - Checker in the Laundry (Retired 31/10/80)

Miss Regina Nelo - Department of Microbiology

8. Retirements

8.1 The following will retire on pension at the end of the year
~~Miss Lena Bacela~~ - ~~Allan Webb Hall~~
Mr. Jackson Coli - Department of Education
Miss Agnes Jamela - Sports Union

8.2 The following have retired on medical grounds with pension during the year:

Mr. Putumani Duruwe - S.R.C. Office
Mrs. Eunice Gomba - Library
Mr. Henry Johnson - Building Maintenance
Mrs. Virginia Ketani - Janitorial Services
Mr. Walter Tsewu - Department of Psychology

9. Rhodes University 75th Anniversary Bursaries

Towards the end of last year the University Council agreed to provide funds for bursaries, to be known as the Rhodes University 75th Anniversary Bursaries, to assist Junior staff members with the post-secondary education of their children.

This year 8 such bursaries have been granted.