

## Policy on Faculty Houses

Document type: *Policy*

Document number: *Rt 458/10*

---

### 1. PURPOSE

#### 1.1 Background

UP has identified a need for student life experiences and student development within faculties – at both an academic and social level. Faculty houses represent a vehicle for uniting students and staff in each faculty – both inside and outside the classroom. Faculty houses play an important role in linking students in each faculty with student governance structures such as the Student Representative Council (SRC) and with academic structures such as the Class Representative System.

#### 1.2 Aim of the policy

This policy is aimed at providing clear guidelines for the faculty houses established at the University of Pretoria in order to ensure that all registered students understand the role and importance of this structure, as set out in the Constitution for Student Governance (Chapter 8, Section 62).

Faculty houses have a focus on academic matters, but because they unite day students and residence students, these houses could act as a powerful vehicle to cultivate Tukkies Pride and UP values.

The objectives of the policy are to:

- Recognise faculty houses as important structures within organised student life at UP.
- Provide guidelines for enhancing the status of faculty houses at UP.
- Increase the participation of all registered students in faculty house activities.
- Cultivate an institutional pride (Tukkies Pride) and UP values.

#### 1.3 Strategies

To achieve these objectives the university will, inter alia:

- Monitor the progress of faculty houses (this will be the responsibility of the DSA).
- Ensure that all registered students know that they belong to a faculty house and encourage them to be involved in some way.
- Ensure that academic staff members are aware of the faculty house and support its activities.
- Offer training and support to faculty house committees to develop their leadership skills.
- Foster the link between the faculty house and the class representative system.



- Establish ways for faculty houses to communicate directly with all registered students in the respective faculties (e-mail and sms).
- Encourage faculty house leaders to serve on the SP and/or SRC.
- Facilitate the development of relationships between the deans of faculties, faculty house guardians, faculty house committees and the DSA.
- Encourage faculty house committees to host meaningful events, which are in line with UP values.
- Liaise with faculties to ensure good support in terms of infrastructure for faculty house committees.
- Identify and develop strong student leaders to lead faculty house committees.

## 2. ORGANISATIONAL SCOPE

This policy is applicable to all registered students at the University of Pretoria and in particular faculty house committees and faculty house guardians.

There are nine faculty houses (one per faculty) at UP, namely in the:

- Faculty of Theology
- Faculty of Humanities
- Faculty of Health Sciences
- Faculty of Economic and Management Sciences
- Faculty of Education
- Faculty of Natural and Agricultural Sciences
- Faculty of Law
- Faculty of Veterinary Science
- Faculty of Engineering, Built Environment and Information Technology

## 3. POLICY STATEMENT

### 3.1 Underlying principles

All aspects of organised student life, including faculty houses, must be aligned with the vision and mission of UP, and be based on the following values:

- Respect
- Integrity
- Accountability
- Fairness
- Commitment
- Excellence
- Institutional pride
- Relevance
- Inclusivity

### 3.2 Policy guidelines

- 3.2.1 The documents containing the detailed guidelines related to the establishment and management of faculty houses are listed under ASSOCIATED DOCUMENTS and are appended to this document. These guidelines must be read in conjunction with this policy.

- 3.2.2 These guidelines or procedures may be amended from time to time as the need arises by the Department of Student Affairs (i.e. the Dean of Students)<sup>1</sup>, in consultation with the relevant student structures and in accordance with the prescribed procedures.
- 3.2.3 The guidelines or procedures are contained in the following appended documents:
- Governance and management of faculty houses
  - Membership and membership fees of faculty houses
  - Activities, infrastructure and facilities of faculty houses
  - Funding, financial administration, sponsorships and donations
  - Role and responsibilities of faculty house guardians

#### 4. DEFINITIONS/ABBREVIATIONS

<b>Academic complaint:</b>	A complaint relating to anything that pertains to formal academic programmes and courses.
<b>Academic staff:</b>	Full-time and part-time lecturers at UP.
<b>Class representative:</b>	An elected or appointed student representing a class, subject, year group or language group in a specific field of study as a voluntary leader.
<b>Communication channel:</b>	Official complaints protocol prescribed by UP to assist students in resolving academic or non-academic complaints effectively.
<b>Constitution for Student Governance:</b>	The Constitution for Student Governance is intended to reflect the principles and values of the Constitution of the Republic of South Africa, the Higher Education Act 101 of 1997, as well as the vision, mission and strategic plan of the University. The purpose of the Constitution is to provide structure and procedures for student governance at UP.
<b>Constitutional Tribunal:</b>	The Constitutional Tribunal (formerly known as the Student Court) is the judicial arm of student governance at UP.
<b>Day house:</b>	An official student structure that serves as a vehicle for day students to participate actively in student life activities.
<b>Day house guardian:</b>	A permanent, full-time academic member of staff appointed by the DSA in consultation with the house committee, and serving in a voluntary, honorary capacity.
<b>Day student:</b>	A registered student who lives in accommodation other than an officially recognised UP residence.
<b>DSA:</b>	The Department of Student Affairs which includes the Office of the Dean of Students, the Student Development Division and the Student Support Division.
<b>Executive Committee:</b>	The student committee that is responsible for the day-to-day management of each of the Student Service Providers and Societies.
<b>Faculties:</b>	There are nine faculties at UP: Faculty of Economic and Management Sciences; Faculty of Education; Faculty of Engineering, Built Environment and Information Technology; Faculty of Health Sciences; Faculty of Humanities; Faculty of Law; Faculty of Natural and Agricultural Sciences; Faculty of Theology; and Faculty of Veterinary Science.
<b>Faculty house:</b>	An official student structure which is organised along faculty lines to which all registered students belong by default.
<b>Faculty house guardian:</b>	A permanent, full-time academic member of staff appointed by the faculty to serve as a voluntary advisor to the faculty house committee.

---

<sup>1</sup> In this document and its appendices the reference to Dean of Students could also apply to the Director: Student Affairs as designated by the Vice-Chancellor and Principal.

<b>House committee:</b>	The student committee that is responsible for the day-to-day management of the faculty house, day house or residence.
<b>Non-academic complaint:</b>	A complaint relating to anything that occurs outside the classroom at UP.
<b>Organised Student Life Structures:</b>	Structures that are officially recognised by UP via the SRC.
<b>Perdeby:</b>	Official student newspaper (Service Provider).
<b>Residence student:</b>	A student who lives in an official residence of UP.
<b>Service providers:</b>	Official student substructures which form part of the DSA and which provide specific services to the student community, namely <i>Perdeby</i> , TuksFM, StudentSport, Student Culture and TuksRag.
<b>Societies:</b>	Society means any organised student society at UP of an academic, social, political, cultural, religious or whatever other nature, including subdivisions or departments of faculties, but excluding day houses and faculty houses.
<b>SP:</b>	The Student Parliament, which is elected on a constituency basis and is the representative body to which the SRC is accountable.
<b>SRC:</b>	The Student Representative Council is the executive body responsible for the day to day governing of student affairs and is accountable to the SP.
<b>Student:</b>	Any full-time or part-time student duly registered for an undergraduate or postgraduate degree or a diploma approved by Senate, but excludes a distance-education student, a student registered for subjects or programmes for non-degree purposes or a student registered for a course at the campus company Continuing Education at University of Pretoria (CE at UP).
<b>Student Life:</b>	Organised or officially recognised student activities which are aimed at striking a balance between a student's academic and social development.
<b>Student Sport:</b>	Service Provider for Student Sport (not TuksSport).
<b>Stuku:</b>	Service Provider for Student Culture.
<b>Tukkiewerf:</b>	Building in which certain offices of the DSA are based.
<b>TuksFM:</b>	Official student radio station (Service Provider).
<b>TuksRag:</b>	Service Provider for "Reach out and Give".
<b>TuksRes:</b>	The Department of Residence Affairs and Accommodation is a stand-alone business unit, with various management teams serving residence students.
<b>TuksToonbank:</b>	Division of the Department of Finance based at Tukkiewerf which offers financial services to all student organisations.
<b>UP:</b>	University of Pretoria.

## 5. ASSOCIATED DOCUMENTS

### 5.1 Governing documents

- Strategic Plan of the University of Pretoria
- Constitution for Student Governance
- Policy on Organised Student Life (*Rt 456/10 (amended)*)

## 5.2 Related Documents (Appendices)

(Refer to item 3.2 above)

- Governance and management of faculty houses (Appendix A)
- Membership and membership fees of faculty houses (Appendix B)
- Activities, infrastructure and facilities of faculty houses (Appendix C)
- Funding, financial administration, sponsorships and donations (Appendix D)
- Role and responsibilities of the faculty house guardian (Appendix E)

## 6. RESPONSIBILITY FOR IMPLEMENTATION

The Coordinator: Student Daily Life, in conjunction with the Dean of Students will be responsible for the implementation of this policy in the DSA.

The Deans and/or Deputy Deans will be responsible for the implementation of this policy in the various faculties.

## 7. POLICY LIFE CYCLE

The policy may be reviewed every two years or as the need arises.

## 8. DOCUMENT METADATA

<b>Document</b>	
Number:	<i>Rt 458/10</i>
Version:	<i>Final</i>
<b>Role players</b>	
Owner:	<i>Department of Student Affairs</i>
Author:	<i>Prof MT Speckman</i>
Entity of author:	<i>Dean of Students</i>
Contributor(s):	<i>Office of the Registrar Prof Linda Schoeman-Malan: Deputy Director, DSA Mrs M Badenhorst: Coordinator: Student Daily Life</i>
<b>Recommended</b>	
<i>Senate Committee</i>	<i>Senate Committee for Student Life</i>
Date:	<i>2010-10-18</i>
<b>Approval</b>	
<i>Executive</i>	
Meeting reference number:	<i>Rt 458/10 (amended)</i>
Date:	<i>2010-10-05 (Rt 464/10) &amp; 2010-10-19 (Rt 483/10)</i>
<b>Announced</b>	
Date of announcement:	<i>20-10-19</i>
<b>Effective from</b>	
Implementation date:	<i>2011-10-19 for 2011</i>
<b>Review</b>	
Next review date:	<i>2012-10-01</i>
Last review date:	
Last reviewer:	
<b>Successions</b>	
<i>Superseded (this document has been replaced):</i>	<i>New document</i>
<i>Supersede (this document replaces):</i>	<i>New document</i>
<b>Revoke</b>	
Cancellation date:	

**9. APPENDICES**

---

**ASSOCIATED DOCUMENTS: REGULATIONS AND PROCEDURES  
RELATED TO FACULTY HOUSES**

---

**CONTENTS**

- APPENDIX A: GOVERNANCE AND MANAGEMENT OF FACULTY HOUSES**
- APPENDIX B: MEMBERSHIP AND MEMBERSHIP FEES OF FACULTY HOUSES**
- APPENDIX C: ACTIVITIES, INFRASTRUCTURE AND FACILITIES OF FACULTY HOUSES**
- APPENDIX D: FUNDING, FINANCIAL ADMINISTRATION AND SPONSORSHIP OF FACULTY HOUSES**
- APPENDIX E: ROLE AND RESPONSIBILITIES OF THE FACULTY HOUSE GUARDIAN**

**GOVERNANCE AND MANAGEMENT OF FACULTY HOUSES**

**1. GOVERNANCE OF FACULTY HOUSES**

**1.1 Establishment of faculty houses**

The Constitution for Student Governance of the University of Pretoria (R 51/06 (amended 03/08/2010) makes provision for the establishment of faculty houses (see Chapter 4; Chapter 5 and in particular Chapter 8, Section 62). Deans and/or Deputy Deans will be responsible for the implementation of the policy on faculty houses in the various faculties.

Faculty houses are official student life structures and are therefore subject to all the policies and regulations of UP and the SRC.

**1.2 DSA (Student Development)**

Faculty house committees and faculty house guardians liaise with the DSA via the Coordinator: Student Daily Life.

**1.3 Constitution**

Faculty houses are organised along faculty lines with a focus on academic matters. They are registered with the SRC and function in terms of their own constitutions.

The constitutions of faculty houses must be approved by the SRC (Portfolio Committee: Justice and Constitutions) and the resolution must be ratified by the Student Parliament (SP). A template is available from the DSA (Tukkiewerf).

**1.4 Guardian**

Each faculty house must have a guardian who is a permanent, full-time academic member of staff appointed by the Dean of the Faculty to serve as a volunteer advisor. (Please refer to *The role and responsibilities of the faculty house guardian* as set out in [Appendix E](#)).

**1.5 House Committees: Composition**

According to the Constitution for Student Governance (Chapter 8, Section 62), the House Committee of a Faculty House typically consists of a:

- (i) Chairperson
- (ii) Deputy Chairperson
- (iii) Secretary / Administrative Officer
- (iv) Treasurer
- (v) Academic Officer (to link with Class Representatives)

The following additional portfolios may also be established:

- (vi) Marketing Officer/Webmaster
- (vii) Public Relations/Member Communications Officer
- (viii) Community Service/Outreach Officer
- (ix) Personal and Professional Development Officer
- (x) Social/Networking Officer

A minimum number of five and a maximum number of 12 house committee members per faculty house will be allowed.

Faculty house committee members are entitled to wearing faculty blazers. Pocket badges may be obtained via TuksToonbank.

## **2. HOUSE COMMITTEES AND THE MANAGEMENT OF FACULTY HOUSES**

### **2.1 Election**

Faculty house committee elections should be conducted annually as stipulated in the constitution of each faculty house. Applications, nominations, election circuses, interviews or voting systems may be used to elect candidates.

Faculty house committees must reflect the racial and gender mix of the respective faculties, and, as far as possible, reflect the various academic disciplines in the faculty.

Some faculty houses consist of discipline-specific sub-houses that are registered as Societies. In such cases, the chairpersons of all the sub-houses form the faculty house committee.

### **2.2 Eligibility**

Candidates must be registered students and must have obtained an average of 55% in the semester preceding the election to be eligible for nomination. Elected faculty house committee members must maintain this academic average as a minimum throughout their term of office. This must be monitored by the faculty house guardian.

### **2.3 Term of office**

The term of a faculty house committee should run concurrently with that of other house committees such as day houses and residences. This allows for proper transition and training before the end of the academic year.

### **2.4 Training**

The DSA is responsible for ensuring that faculty house committees receive basic leadership orientation and training.

The DSA should liaise closely with the Faculty to facilitate the interaction between faculty house committees, class representatives, academic societies in the faculty and the faculty's representatives on the SP and SRC.

### **2.5 Leadership stipends**

All student leaders serve on a voluntary basis. Instead of honoraria, faculty house committee members receive an annual stipend as recognition of their contribution to student life and towards covering certain expenditures. The specific amount will be determined by the Dean of Students by 1 September each year.



## **2.6 Reimbursements**

The operational budgets of day houses can, although not necessarily, include funds for the reimbursement of expenses such as UP blazers, house committee uniforms, cell phone air time, petrol, leadership camps and tickets to a limited number of events in accordance with the budget for a specific financial year, which budget must be approved by the Dean of Students. The necessary approval must be obtained from the faculty house chairperson and guardian after which original supporting documents must be submitted to TuksToonbank for reimbursement.

## **2.7 Recognition of leadership**

Faculty house committee members who have served the house with distinction for more than six months are eligible to receive a merit certificate for leadership from the SRC (silver). All faculty house chairpersons who served their houses with distinction for more than six months are eligible to receive honorary colours for leadership from the SRC (gold).

**MEMBERSHIP AND MEMBERSHIP FEES OF FACULTY HOUSES**

**1. Membership of faculty houses**

All registered students are members of their faculty houses by default. This includes both residence and day students, of which the latter group is the majority in terms of student numbers. The number of members in the faculty house is equal to the number of registered students in the faculty.

**2. Membership application**

Because all registered students are members of their faculty houses by default, no membership application is required. Faculty house committees may choose to make membership forms available to collect members' contact details, but ideally this information should be obtained from the faculty administration to enable effective communication with members. (See attached example.)

**3. Membership fees**

There are no membership fees payable for joining a faculty house, but students have the option to purchase items such as T-shirts or to attend camps and other events for which fees are charged.

**FACULTY HOUSE  
MEMBERSHIP FORM**

**FAKULTEITSHUIS  
LIDMAATSKAPVORM**

Faculty		Fakulteit
Name		Naam
Surname		Van
Student Number		Studentenommer
Cell Phone		Selfoon
Email		E-pos
Year of Study		Studiejaar
Field of Study		Studierigting
I am a <b>day / residence</b> student	DAY/DAG      RES	Ek is 'n <b>dag- / koshuis</b> student
I am interested in the following activities:	Mark with <b>X</b> Merk met <b>X</b>	Ek stel belang in die volgende aktiwiteite:
• Academic development		• Akademiese ontwikkeling
• Professional development		• Professionele ontwikkeling
• Personal development		• Persoonlike ontwikkeling
• Community service		• Gemeenskapsdiens
• Socials and Networking		• Sosiale geleentheid
• Serving on sub-committees		• Om op subkomitees te dien
• Other (specify)		• Ander (spesifiseer)

I hereby give the faculty house permission to add my contact details to the membership database./  
Ek gee hiermee toestemming aan die fakulteitshuis om my kontakbesonderhede op die lidmaatskapsdatabasis in te voer.

Signed/Geteken: \_\_\_\_\_

Date/Datum: \_\_\_\_\_

## **ACTIVITIES, INFRASTRUCTURE AND FACILITIES OF FACULTY HOUSES**

### **1. ACTIVITIES**

#### **1.1 General activities**

Faculty houses are encouraged to participate in the following activities:

- First-years' orientation programme<sup>2</sup> (networking socials; camps;<sup>3</sup> mentorship; assisting with timetables etc.)
- Academic development initiatives (workshops on study methods; anti-plagiarism campaigns; workshops on research proposals; class attendance campaigns; tutoring; recognition of academic achievers; exam paper archives etc.)
- Personal development initiatives (workshops and seminars on various life skills like stress management, decision making, time management, conflict management, cultural awareness, etiquette; HIV-awareness; mentoring etc.)
- Professional development initiatives (CV workshops; interviewing skills workshops; field trips;<sup>2</sup> presentations from industry representatives; financial planning seminars; promoting the opportunities offered by the UP Career Centre etc.)
- Community service projects (fundraising; volunteering; awareness campaigns; donations etc.)
- Social events and networking opportunities (formal dinners; faculty/first-year braais; fun runs; comedy evenings; fashion shows; quiz nights; fancy dress socials; nature trials; talent evenings; staff-student-sports days etc.)
- Welcoming Day (January)
- Open Day (May)

Faculty houses have the option to participate in the following activities, although their main focus should remain on academic activities:

- Rag projects and events
- Student Culture events
- Student Sport house leagues

#### **1.2 Plan of action and budget**

Each faculty house committee is required to submit a detailed plan of action and a proposed budget to the Student Development Division of the DSA before 30 September each year.

At the end of the term of office, a detailed annual report as well as a financial report must be submitted before any merit certificates may be issued.

---

<sup>2</sup> Please note that *no initiation practices of any nature whatsoever* are allowed at UP. Transgression of this rule will lead to disciplinary steps.

<sup>3</sup> It is important to note that all administrative work, including financial arrangements and the completion of the required forms such as excursion forms and the disclaimer/indemnity forms should be completed timeously (i.e. before departure). Refer to the *Policy on Student Leadership Development and Training* for examples of such forms. For more specific disclaimers/indemnity forms, contact UP's Legal Services division.

### **1.3 Marketing and communication**

Each faculty house must maintain its own mini-site on the UP website ([www.up.ac.za](http://www.up.ac.za)), which is linked to the DSA.

### **1.4 Collaboration with other structures**

Faculty houses are encouraged to collaborate with the following departments or divisions:

- The Department of Corporate Communication and Marketing at UP (Faculty Marketing Officer)
- Junior Tukkier Office
- Student Support Division
- Career Centre
- Golden Key International Honour Society
- Students in Free Enterprise (SIFE) / Tuks Top Junior and Senior Leadership Development Programme
- The Department of Community Engagement
- Tutors
- Mentors

## **2. INFRASTRUCTURE**

Each faculty house committee should be provided with a computer and a network connection where possible, while IT support should be made available. If necessary, a telephone code may be obtained from Tukkiewerf.

In general, the allocation of office space takes place in accordance with the SRC's *Regulation for the allocation of office space*.

Office space is a scarce resource and the use of these facilities is subject to availability and the conditions set by the Department of Facilities Management. Each faculty house should be allocated office space in its host faculty. These offices must be visible and accessible to all students in the faculty, while office hours and contact details must be clearly indicated.

## **2. FACILITIES**

Faculty houses may book UP facilities/venues free of charge on a "first come first served" basis, subject to availability.

The faculty house receives a proof of registration as formal student structure from Tukkiewerf, which is used to make the booking for a venue at the Department of Facilities Management.

Academic programmes remain a priority and the booking and use of a venue for other activities should at all times be subject to its impact on any academic programme that is presented in close proximity.

The person booking the venue takes responsibility for keeping the venue in a satisfactory condition. Fines may be imposed if booked venues are abused in any way or damages incurred and the faculty house will forfeit the right to use University facilities until such time as the right has been restored.

**FUNDING, FINANCIAL ADMINISTRATION, SPONSORSHIPS AND DONATIONS**

**1. FUNDING**

Faculty House Committees qualify for funds allocated by the SRC to assist them to carry out their functions. The granting of such funds is subject to the provisions applicable to student structures and takes place in accordance with the provisions of the SRC's *Regulation for the allocation of funds* (please refer to Appendix A of the *Policy on Organised Student Life*).

Fund allocation and expenditure must be transparent and are subject to public scrutiny as well as audit by the University authorities. All funds allocated by the SRC must be used for the purposes for which the funds were granted.

**2. FINANCIAL ADMINISTRATION**

Faculty houses are responsible for administering their own funds. Like all other student structures, the treasurers receive training from the TuksToonbank. They submit a budget at the beginning of their term, as well as two bi-annual reports during their term of office. The treasurer and chairperson or guardian must have signing powers.

Faculty houses must adhere to all the policies of the Department of Finance as set out by TuksToonbank. No external bank accounts are allowed.

**3. SPONSORSHIPS AND DONATIONS**

Faculty houses are allowed to solicit sponsorships with the guidance of the Department of Corporate Communication and Marketing, the Department of Institutional Advancement and the Department of Student Affairs. They are, however, advised against accepting sponsorships from alcohol or tobacco-related businesses.

**ROLE AND RESPONSIBILITIES OF THE FACULTY HOUSE GUARDIAN**

**1. ROLE**

The role of the faculty house guardian is to serve in a voluntary advisory capacity to ensure the success and continuity of the faculty house in accordance with the regulations of UP by providing guidance, development and support to students in the faculty house. In addition, students should be encouraged to represent their faculty constituencies in student governance elections, while the active involvement of staff and students in the faculty house must be encouraged.

**2. REQUIREMENTS**

The faculty house guardian should be a suitable, full-time academic staff member.

The faculty house guardian should be passionate about student life and the non-curricular development of students; possess good interpersonal skills; be a people-orientated person and a good communicator; display as sense of diplomacy and act as a role model who can manage both conflict and diversity.

**3. RESPONSIBILITIES**

The main tasks of a faculty house guardian involve the management of the faculty house. This, inter alia, includes –

- Providing guidance, direction and advice to the faculty house committee.
- Verifying the academic performance of faculty house committee candidates and monitor this during their term of office (an average of 55% is required).
- Taking responsibility for general discipline, which includes disciplinary steps against house committee members when necessary, and referral for disciplinary investigation when required.
- Exercising control over financial management.
- Ensuring that a constitution is in place and that the faculty house committee is familiar with the constitution.
- Overseeing the performance management of the faculty house committee, which includes relieving a member of his/her duties in the event of sustained non-performance in consultation with the chairperson of the faculty house committee and/or the dean or deputy dean.
- Overseeing the election and transition of new faculty house committees.
- Ensuring that the names and contact details of the faculty's class representatives are submitted to the DSA within the first month of each semester.
- Ensuring that all administrative work, including financial arrangements and the relevant paperwork such as excursion forms and disclaimer/indemnity forms are completed timeously (i.e. before departure).

The faculty house guardian is also responsible for communication and liaison in that he/she serves as a communication channel between the faculty house members, the faculty house committee, class representatives, the dean/deputy dean of the faculty, and the Department of Student Affairs (DSA).

The faculty house guardian must be readily available to members of the faculty house committee during agreed-upon consulting hours.

Furthermore, the faculty house guardian should attend information sessions and workshops hosted by the DSA and keep abreast of developments relating to faculty houses.

#### **4. TERM OF APPOINTMENT**

A faculty house guardian is appointed for an initial term of three years. Upon the expiry of the initial term of appointment, the post is advertised internally. Serving faculty house guardians may re-apply for another three-year term.

The dean (or deputy dean) of a faculty may, by means of personal recruitment, approach potential candidates to apply for the post, while an appointment committee reviews the applications and appoints the successful candidate. The appointment committee is chaired by the dean (or deputy dean) and consists of members appointed by him or her.

The appointment as faculty house guardian is supplementary to the candidate's normal responsibilities as set out in his/her existing contract of service with the University. The University may compensate the candidate for such additional duties.

Termination of service takes place in accordance with the normal Human Resources procedures, while processes such as performance management and the institution of disciplinary steps are also applicable.