





PROCEDURE: Appointment of Faculty

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Procedure Owner	Dean: Teaching & Learning		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	01/08/2018	Name: Louise Fuller Signature: 
Approved by MANCO	MANCO Chairperson	01/08/2018	Name: Benjamin Anderson Signature: 
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Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)		Other/External (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> Policy: Appointment, Management Development of faculty 		<ul style="list-style-type: none"> Constitution of the Republic of South Africa: 1996 Higher Education Act (Act 101 of 1997) CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 Labour Relations Act (Act 66 of 1995) as amended CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017 	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure document will be followed for the appointment of faculty.

Step	Description	Notes
1	Application sent via email includes email, attached CV, faculty profile, certified identity document and qualification/s	CHE Programme Criteria requirements: A minimum of a degree or a NQF qualification one level higher than the qualification higher other than Doctrate 50% of Faculty on Masters must have a Doctorate qualification Relevant work or field experience There may be module specific requirements
2	Evaluation against criteria, current offerings and vacancies	
3	Interview with Dean: Teaching and Learning	Clarify experience, qualification and suitability
4	If successful new faculty to be contracted and sign other necessary documentation	
5	Invitation to Onboarding 1,2,3	
6	Meeting with relevant experienced lecturer to observe existing workshop where relevant	
7	Add new faculty to the designated faculty lists	
8	Faculty to attend Onboarding 1,2 & 3	Some faculty roles may have an additional workshop e,g: Supervision workshop, material development
9	First booking and briefing	
10	On going feedback and CPD process	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Programme Co-ordinator
3	Programme Convener
4	Faculty

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching & Learning	001	1 August 2018	

