



PROCEDURE: Management 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: Lousie Fuller Signature:
Approved by MANCO	MANCO Chairperson	01/08/2018	Name: Benjamin Anderson Signature:
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Review History			

Related documents	
<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> Policy: Appointment, Management and Development of Faculty 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <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 ongoing management of and feedback to faculty.

Step	Description	Notes
1	Programme Convener to do a class visit	Reported to Management meeting
2	Programme Co-ordinator or Dean: Teaching and Learning or Heads of Faculty to ensure planned and unplanned class visits take place	
3	Dean: Teaching and Learning, Programme Co-ordinator to review student's Evaluation report of lecturers after each module	Reviewed monthly
4	Lecturer to complete a Lecturer's Report after every module and submit to the Programme Convener	
5	Moderator feedback reviewed in regular marks meetings	
6	If necessary, any findings are escalated to the relevant sub committee	
7	Development plan adapted in response on an annual basis	
8	Students complaints investigated as needed	Refer to Procedure: Students Complaints
9	All faculty have the opportunity to complete Customer Survey Index (CSI)	
10	Dean: Teaching and Learning to review and action CSI feedback when relevant	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	HR Manager
3	Programme Co-ordinator
4	Programme Convener
5	Lecturer

Version Control

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

