



RHODES UNIVERSITY

**A Comprehensive Guide for Members
of Staff (Academic and Support Staff on
Grades 6 and above) for 2008**

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CHAPTER 1

Conditions of Service

The Conditions of Service are the rights, duties and privileges that apply to each member of staff employed by the University.

On appointment, a staff member must sign a contract, which is attached to the Conditions of Service of the particular post. These documents legally bind both parties and are the primary source of reference if there is a query or dispute. The Human Resources Division keeps the original signed contract and a copy becomes the property of the staff member.

What follows is intended to guide only and must be read in conjunction with the staff member's own contract and Conditions of Service. If further clarification is required, the Human Resources Division will assist.

1.1 Conditions of Appointment

1.1.1 Medical Aid

Those appointed to the permanent staff of the University must become members of the Rhodes University Pension Fund or Provident Fund and the medical aid scheme. The only exception to this is where a staff member can demonstrate that s/he belongs to a medical aid of a spouse/partner.

Temporary staff are not normally eligible for membership of either the Pension Fund or Provident Fund or medical aid, although temporary staff appointed for one year or more may apply for membership of the medical aid scheme supported by the University.

1.1.2 Appointment of Foreign Nationals

Non-South Africans are only appointed if they have been granted appropriate work and residence permits. The University reserves the right to withdraw an offer of appointment if a work permit is not secured within 6 months after acceptance of the offer.

Foreign nationals are required to ensure that work permits are kept up to date and to provide the hr division with copies thereof.

1.2 Probation and Confirmation of Appointments

Each staff member who is appointed to the full-time academic staff must serve a probation period before the appointment is confirmed. During this period they are inducted into the duties of their job. Performance is monitored to determine whether they are suited to the post, and the staff member has the opportunity to assess the job and decide whether the duties and working environment meet with their expectations and ambitions.

1.2.1 Academic & Research Staff

Permanent, full-time teaching and research appointments have a probation period of three years, during which the appointment may be terminated on either side by three calendar months' written notice. This notice may not be given to take effect at the end of January or February without the written permission of Council.

In the case of permanent appointments, interim appraisal reports are required at the end of each of the first two years of the probation period, and a final report and teaching portfolio midway through the third year. The Administrative Sub-Committee of Council considers all appraisal reports. If any of these reports is unsatisfactory, the Committee will decide whether an Assessing Committee should be convened to review the appointment and consider whether it should be terminated, confirmed, or the probation period extended. The recommendations of this committee are submitted to the Executive Committee of Senate and Council. If the report is satisfactory, the appointment is confirmed by the Executive Committee of Senate and Council and the staff member is formally notified. The appointment is then terminable by written notice of six calendar months on either side.

1.2.2 Support Staff (Grade 6 – 16)

Permanent full-time Support Staff members must serve a probation period before the appointment is confirmed. Support Staff are requested to refer to their particular Contract of Employment and Conditions of Service for further particulars in this regard.

1.3 Termination periods

1.3.1 Academic Staff

A staff member who is granted academic leave must undertake to return to his/her post after the end of the leave and to serve the University for a further period of not less than 6 months. Academic leave may not count in the 6 months' notice required when a staff member terminates his/her appointment. If a staff member gives notice immediately after a period of academic leave and is permitted to reduce the prescribed period of 6 months notice, he/she, unless the Council determines otherwise, be required to refund the salary and any travel grant or other allowance he/she received in respect of the period of academic leave.

Temporary teaching and research appointments may be terminated by one calendar months' written notice, if the appointment is for less than six months; or three calendar months' written notice if the appointment is for a longer period.

1.4 Residence and Work Permits

Non-South Africans are only appointed if they have been granted appropriate work and residence permits. The University reserves the right to withdraw an offer of appointment if a work permit is not secured within 6 months after acceptance of the offer.

Foreign nationals are required to ensure that work permits are kept up to date and to provide the hr division with copies thereof.

1.5 Hours of duty

1.5.1 Academic Staff

The University prefers to not be prescriptive about issues of hours of duty for academic staff given the nature of academia. Within the parameters of the expectations and responsibilities of academics and the employment contract of academics, the University respects the autonomy of individual departments to set norms regarding hours of work & in particular, the presence/absence of academics during the day. The University expects that academics will be available for seeing students, lecturing, etc but also recognises the academic's right to determine his/her own work schedule and

consistent with departmental norms, it may not be necessary to be physically present in the department for the entire day.

1.5.2 Support Staff

If these are not contained in a written contract, they are specified by Heads of Departments and may be changed from time to time, provided there has been consultation with the staff member concerned.

1.6 Leave Regulations

1.6.1 Annual Leave – Support Staff

All leave entitlements for support staff are detailed in contracts of employment. In certain cases, where a staff member has insufficient annual leave to his/her credit, s/he may elect to avail of unpaid leave (subject to the usual leave application criteria). It should be noted that in this case the service bonus will be adjusted to take into account this period of unpaid leave.

The University's leave entitlements are effective from the date of permanent appointment. However, in the case where a contract post is subsequently converted to a permanent post within the institution, provided the current incumbent in the contract post is appointed to the post that becomes permanent, leave entitlements will be backdated to the date of appointment to the contract post. (Feb. 2008)

1.6.2 Annual Leave - Academic Staff

The University prefers to not be prescriptive about issues of annual leave for academic staff given the nature of academia. Within the parameters of the expectations and responsibilities of academics and the employment contract of academics, the University respects the autonomy of individual departments to set norms regarding annual leave & in particular, the presence/absence of academics during vacation periods. The University expects that vacation periods will be used for research, attending conferences and/or preparing teaching curriculum. However, it also recognises the academic's right to determine his/her own work schedule and consistent with departmental norms, it may not be necessary to be physically present in the department during vacation periods.

1.6.3 Sick Leave

A member of Staff is entitled to 36 days sick leave per three-year cycle. Please note that it is *compulsory* that all sick leave be recorded. In other words staff must complete a sick leave form even

if they do not have a doctor's note. Rhodes University has a special sick leave policy to assist qualifying staff who exceed their sick leave entitlement as a result of a serious and protracted illness/condition. The policy can be found on the University's website: http://www.ru.ac.za/administrative/hr/policies_and_forms/Employee_Admin/Special%20Sick%20Leave.doc

1.6.4 Family Responsibility Leave

A member of Staff is entitled to 3 days per annum to cover circumstances of birth of an employee's child, the illness of an employee's child and the death of an employee's child, spouse or life partner, the employee's parent, adoptive parent, parent-in-law, grandparent, adoptive child, grandchild or sibling. Staff are asked to familiarise themselves with the proof needed when applying for this leave. It is acknowledged that this is less than desirable but is necessary in order to manage the risk associated with staff abusing this leave.

1.6.5 Maternity Leave

Permanent staff members will be granted four months maternity leave eg one month pre-natal and three months post-natal. Further details on the policy is available on the Rhodes University's website in English or isiXhosa: http://www.ru.ac.za/administrative/hr/policies_and_Forms/Employee-Admin/Maternity-English.doc

1.6.6 Study Leave

Leave will be granted one day prior to and the day of an examination for an approved study course. If the exam falls on a Monday the staff member does not get the Friday off as they will have the weekend to study.

1.6.7 Academic Staff Leave

Leave in its various forms may be granted to a staff member at the discretion of Senate and Council in the granting of leave of any kind to the exigencies of the work of the University. Leave may not normally be taken for a continuous period of more than twelve months.

1.6.7.1 Leave of Absence to Attend Conferences, Seminars etc. during Term

Academic staff who wish to be absent from the University at any time are required to get approval, in the first instance from their Head of Department, and in some cases from the Dean of their Faculty. The Academic Leave of Absence Request Form is available at the following link: <http://www.scifac/ru.ac.za/misc/leave.cgi>

1.6.8 Concessions for Staff Members Taking Overseas Leave

Council has made the following provisions for grants for those wishing to travel overseas on study leave or for research:

- An amount has been included in the annual estimates for modest grants to staff members intending to take study leave overseas. Applications should be made to the Dean of Research as early as possible in the new year;
- An amount has also been included in the annual estimates for ad hoc grants to staff members travelling overseas for short periods during long vacations to consult libraries, work with scientific material, or keep in touch with latest trends in teaching or research methods, et cetera.

Applications with details of the proposed study of research must be submitted to the Research Office for consideration. Applicants should give details of other applications for financial assistance, stating the amount applied for or received.

Provision may be made for suspending medical aid. Please consult the Human Resources Division in this regard.

- **Academic Leave**

Applications forms are available from the Human Resources Division. Once completed, these should be submitted to the Head of Department for his/her recommendation and onward transmission to the Human Resources Division.

Academic leave shall not normally be granted for periods of less than two months or for more than twelve months on any one occasion.

Leave for periods of twelve months may be taken from the first day of any calendar month and would normally span two calendar years i.e. 1 July to 30 June.

Leave for periods of six months shall be taken from either 1 January or 1 July and leave for nine months and for any period between nine and twelve months shall normally be taken from 1 January, 1 April or 1 October.

Applications for leave to be taken from other dates must state why a departure from the normal date is necessary.

Applicants are reminded of clauses 11.1.1 and 11.1.2 in their contract of service with the University which states that academic leave is only granted to those who propose to use the leave for teaching, professional practise, study, or research purposes and that Council will take into account past academic performance and the results achieved by way of research and study, during any previous period of academic leave and in the intervening period.

Leave substitutes will normally only be provided for periods of leave of six months or longer in any academic year, and at the level of Teaching Assistants, subject to the availability of funds.

1.6.9 Additional Regulations

- Paid employment may not be undertaken during academic leave without the permission of the Principal;
- Within three months of resuming duty following academic leave or study leave, the staff member must submit a report to Senate on the work done during leave.

1.6.10 Religious and Public Holidays

Only Public Holidays as stipulated in the Public Holidays Act will be seen as **Official Public Holidays**. In all other cases of holidays, including religious days, an employee must apply to their Head of Department/ Division for leave, in terms of the normal annual leave allocations. Subject to the needs of the Department/Division applications for such leave will not unreasonably be withheld.

1.7 Medical Aid Schemes

Membership of a University medical aid scheme is compulsory for all full-time permanent staff members except where a member of staff is covered under a spouse's scheme.

1.7.1 Support Staff

The University contributes 50% of the monthly contribution to the medical aid for the following: spouse, life partner (cohabitation for a minimum of 2 years in a permanent relationship), school going children under the age of 18, children between the ages of 18 up to and including 26 who are registered as full-time students; and “adult” children of staff who for medical reasons are financially dependant upon their parent/s.

Further information and applications for membership may be obtained from the H R Administration Section of the Human Resources Division.

1.7.2 Academic Staff

As from 1 January 2008, academic staff will receive a remuneration package that includes medical aid costed at 2 adults and 2 children. Should they not be utilising the full benefit, they will receive the balance in cash. All new appointments will be made with a maximum payout of 2+2. In the case of current staff who as at 31 December 2007 are utilising more than this benefit, they will continue to receive the university subsidy for more than 2 adults and dependants. In the case of current staff who as at 31 December 2007 are not utilising more than this benefit, as from 1 January 2008 they will also be capped at a maximum of 2+2. This is part of the remuneration restructuring taking place with regards to academic salaries and is an attempt to ensure equity amongst the remuneration of different academics on the same post level.

1.8 Pension/Provident Funds

Membership of the Rhodes University Pension/Provident Fund is compulsory for all permanent staff members. Temporary staff members are not eligible for membership. Staff who are employed on a three year contract will have the option to join either the Pension/Provident Fund.

The fund aims to provide a pension and a lump sum benefit or a single payment benefit for retiring members and security for their dependants in the event of death. They are not intended to provide maximum benefit to members who resign before reaching pension able age.

1.9 Resignation or Discharge

A member who resigns or is discharged is paid an amount calculated using a formula that entitles him/her to a refund of his/her contributions plus compound interest. The information provided here gives a broad outline only. Please consult the Human Resources Division for detailed information.

1.10 Resignation

A staff member's right to resign and the conditions regarding the notice period or the month in which resignation may take effect are included in his/her contract. Notice periods are dealt with under "Probation and Confirmation of Appointment".

A staff member is expected to serve a full notice period set by his contract. A waiver of all or part of this period may be considered in exceptional circumstances. Applications for this should be made through Heads of Department to the Director of Human Resources.

1.11 Retirement

A staff member's appointment ends at the end of the year in which they reach the age of 65. The Council, at its sole discretion, may extend the appointment of a full-time staff member until the end of the year in which they reach the age of 68.

1.11.1 Minimum Voluntary Retirement Age

A staff member may retire on or after reaching pensionable age (55 years). Support staff members on the Rhodes University Pension Fund are reminded that there is a penalty factor when retiring before normal retirement age 65. Please consult the Human Resources Division for detailed information

1.11.2 Medical Retirement

A staff member who is unable to carry out his duties due to ill health will be referred to a Medical Board. If the Board recommends it, Council may authorise early retirement on medical grounds. Please contact the HR Administration Section in the Human Resources Division for further details.

1.11.3 Academic Leave at Retirement

A staff member shall not normally be granted academic leave in his final year of service prior to his/her retirement.

An academic staff member retiring in terms of his/her conditions of service, who at the date of his/her retirement has not utilised all his/her academic leave entitlement may be paid by the Council a gratuity, the amount of which shall be calculated at the rate of three-eighths of the salary of the staff member for the period of his/her outstanding leave entitlement. The maximum amount payable shall be equivalent to 4.5 months' salary.

No monetary grant will be made in lieu of academic leave and should any leave be due to a staff member when they leave the service of the University (otherwise than by retirement) no obligation to make allowance for this shall rest upon the Council.

1.12 Political Activities

The University recognises that staff members have the same political rights as members of the public. However, application to stand as a candidate for municipal, provincial or parliamentary elections must be made to the Vice-Chancellor, who deals with each case on merit.. A staff member elected to Parliament would be required to resign from their post, as they would be absent from the University for frequent, prolonged periods.

These rules apply to a person holding political office who seeks an appointment to a post at the University.

Other political activity by staff members is permitted as long as it does not affect the carrying out of normal duties. No consent is necessary unless the rules regarding private work are involved.

1.13 Payroll Procedures

The Salaries Section of the Finance Division is responsible for the payment of all salaries under the authorisation of the Director of Human Resources. New staff members should call on the Human Resources Division and submit the relevant biographical form/s provided to them upon acceptance of the offer or appointment as soon as possible to arrange for salary payments. Salaries are paid directly into the bank account nominated by the staff member on the last Friday of the month, but no later than the 28th of each month. Salary advice slips are sent to staff members each month, giving details of salary and authorised deductions. All queries should be made to the Salaries Section in the first instance. If the Salaries Section is unable to resolve the matter, it will be referred to the Human Resources Division.

General Information

- Income tax is deducted according to PAYE and SITE tables, after deduction of pension contributions, which are not taxable.
- Charges for private calls made from University telephones are automatically deducted.

1.14 Private Work

A staff member wishing to undertake private work is required to complete the appropriate form that is obtainable from the Human Resource Division, to whom the completed form should be returned. The Application Form to Undertaken Private Work is also available at the following link: http://www.ru.ac.za/administrative/hr/policies_and_forms/privateworkapplication

The Vice-Chancellor has authority to grant the application upon such terms and conditions as he deems fit, or refuse such application. Permission is normally granted provided that it:

- is done in the staff member's free time;
- will not bring discredit to the University;
- will not interfere with University duties;
- does not exceed a specified number of hours per week;
- is limited to 1 year - the staff member must re-apply after the expiry of this period.

1.15 Copyright and Patent Rights

Please see contract of employment for regulations governing these.

CHAPTER 2

Staff Benefits & Privileges

2.1 Insurance

2.1.1 Short Term Insurance (excluding Life Assurance)

Two Group Schemes operate through the University in co-operation with an insurance company, dealing with three types of insurance:

- Liability Insurance, and Personal Accident Insurance,
- Home-owners' Insurance - covering the entire household contents and including several extras,
- Comprehensive Motor Insurance - including caravan cover.

Prestasi is handled by NTESU and Glenrand MIB by the Human Resources Division (Ms Felicity Featherstone ext 8591).

2.2 Staff Housing

2.2.1 Visitors

The University has a few furnished houses and flats for approved visiting academics or important guests staying at the University for short periods.

The host department should make applications to the Residential Operations Division (Housekeeping Section) in good time.

The host department concerned is responsible for welcoming visitors and settling them into the allocated house or flat.

2.2.2 Staff

Limited basic furnished accommodation is available for new Grahamstown staff members and visiting lecturers. Every effort is made to help accommodate new staff, but heavy demand means that these resources are allocated on a 'first come, first served' basis. Applications should be made to the Residential Operations Division (Housekeeping Section).

If available at the time, a house or flat may be allocated to approved leave substitutes and approved short-term contract appointees. Applications should be made well in advance to the Residential Operations Division (Housekeeping Section).

As for visitors, it is the responsibility of the host department to welcome new permanent and temporary staff to assist them in settling into the allocated house or flat.

Most of the houses are old and not well laid out, and some of the flats are small. All are generally within walking distance of the campus. Tenants are expected to sign leases up to a **maximum** of six months, with a one-month notice period if there are valid reasons for breaking the lease. Tenants must sign an inventory of the contents of the house or flat on taking up residence and before leaving, and are responsible for any damage or breakage, electricity and telephone accounts, and garden maintenance. Most units have pre-paid electricity meters on site. It is the tenant's responsibility to purchase their electricity.

Staff housing is intended for transit accommodation only. Staff members are expected to find other accommodation before their lease expires.

2.3 Housing Subsidy Scheme

This provides financial assistance for the repayment of housing bonds.

2.3.1 Requirements

All permanent members of staff in full-time pension able employment, who are the **principal breadwinners** of the household, shall be eligible to participate in the Scheme, subject always to the availability of funds.

This applies to all new applications for housing subsidy, both male and female, and the applicant will be required to certify that he/she is the principal breadwinner in their household.

For the purposes of implementation the following should be noted:

- When the spouse of the applicant is employed outside the University, it will be necessary to produce such documentary proof, as the Registrar (Finance) considers necessary to evidence the earnings/income of the said spouse.
- Staff members who are separated, but not divorced will be regarded as "married" for purposes of the Scheme.
- When doubt exists regarding eligibility, such applications will be submitted to the University Council for consideration and decision.
- The University will not agree to a situation where a household has more than one subsidy and applicants will be required to sign a declaration in this regard.
- Any queries in this regard should be addressed to the Registrar (Finance).
- Only one subsidy per family will be granted.

An allowance is payable from the date of the first compulsory payment made by a staff member on his bond. (This may be made directly to the financial institution concerned). Thereafter, bond repayments are made monthly by stop order from the staff member's salary. For further information please contact Neil Smuts ext 8724 in the Finance Division.

2.3.1 Ownership Requirements

The dwelling shall be registered in the name of the member of staff or spouse's or name or jointly.

2.3.2 Location Requirement

The dwelling should be situated within 16km of the Grahamstown Campus and within the municipal district of Makana.

If relocating and the member of staff has an unsold bonded dwelling in which their dependants reside, then a housing allowance equivalent to the housing subsidy will be paid for a maximum of 6 months.

2.3.3 Amount of Allowance

Based on the amount of the bond and the compulsory repayments required by the financial institution the maximum subsidy is limited to a bond of R50 000.

Tables showing the monthly subsidy for the minimum compulsory repayment can be obtained from the Salaries Section of the Finance Division.

2.3.4 Occupancy Requirement

The dwelling shall be occupied by the member of staff.

2.3.5 Loan Requirement

There must be a registered mortgage in the member of staff's name (or jointly registered with their spouse) with a registered financial institution.

2.3.6 Allowance Payment Period

The allowance cannot be paid for longer than the registered redemption period of the bond, normally determined when the bond is granted.

2.3.7 Changes in Interest Rates

The amount of allowance paid is not adjusted automatically when bond interest rates change.

As an allowance is payable only for the duration of the original redemption period for which the bond is registered, an extension of this redemption period due to increases in bond interest rates, without a corresponding increase in monthly repayments, will mean that bonds could still be outstanding on the date when subsidy payments are to stop. It is important that staff members receiving housing subsidies increase their compulsory bond repayments following increases in interest rates and inform the Salaries Section accordingly.

2.3.8 Sub-letting

Sub-letting is permissible as long as the staff member resides in part of the property.

2.3.9 Allowance on Interest

Financial institutions usually charge interest on bonds from the date of registration to the day prior to that on which the first compulsory repayment is due. A subsidy can be paid on this interest for the actual period mentioned above, or one calendar month, whichever is the shorter, if the staff member occupies the house during that period.

2.3.10 Limited Continuation of Subsidy

If a staff member has to move out of their house temporarily because of their duties, the subsidy will still be paid, whether or not the house is let, for up to twelve months.

For periods of absence on leave of any nature, or for periods of suspension with or without pay, an allowance will be paid if proof of payment of the bond is produced.

2.3.11 Recovery and Adjustment of Allowance

The rules provide for the recovery of overpayment of an allowance arising from a staff member giving incorrect information and for adjustments due to incorrect application of the rules.

2.3.12 Advice and Assistance

The Finance Division processes all applications for subsidies and supplies application forms and will also advise on subsidies.

2.4 Housing Allowance

All members of the permanent or contract staff who belong to either the Pension Fund or Provident Fund are eligible for a housing allowance of R 470 per month from 1 January 2008 provided that they do not qualify for a housing subsidy or reside in University accommodation. This subsidy will increase to R550 per month from 1 January 2009 in order to be equivalent to that of the housing subsidy.

Staff who currently receive a housing subsidy of less than R470 per month will have it increased to that amount and converted to a housing allowance from 1 January 2008.

2.5 Concessions and Remissions of Fees for Staff, their Spouses and their Dependants

There are two major sections to this chapter:

A: Concessions for Dependants and Spouses of Staff and serving members of Council

B: Concessions for Current Staff

A. Applying for Concessions for Dependants & Spouses of Staff & Serving members of Council

Application forms are available from the Student Fees Office of Finance Division of the University. These concessions are applicable to **full-time and part-time staff** of the University, including Hall and House Wardens who are **employed in recognised established posts** in the University, in a research institute or associated research institutions.

1. Concessions for Dependants

1.1 Single Course Remissions

Dependants of eligible staff (see A above) may attend one course free of tuition fees each year provided:

- 1.1.1 The dependants are under the age of 27;
- 1.1.2 That the Vice-Chancellor approves this (see point 1.2.5.1).

1.2 Remission of Tuition Fees for Studying Towards a Degree

1.2.1 Dependants of current or past (subject to the conditions below) FULL TIME STAFF

With respect to remission of tuition fees for dependants of current or retired (subject to the conditions below) full-time staff, registered for an undergraduate and/or post-graduate degree, the following regulations apply:

Only children under the age of 27 are eligible;

Only those children of deceased members of staff who were employed on a full-time basis and who retired on pension or died prior to retirement and who had completed at least 10 years service, are eligible;

A remission of seventy-five percent (75%) of the normal tuition fee will be granted for each full-time student member of the family;

Where a family has more than one eligible dependant attending the University at the same time, as full-time students, an application may be made to the Director of Finance for a further remission over and above the 75% remission. This further remission shall be 30% of the balance of fees still owing;

Such remissions will normally apply for the prescribed period of the courses as indicated in point 1.2.4. below.

1.2.2 Dependants of current PART-TIME Staff

With respect to remission of tuition fees for dependants of current part-time staff registered for an undergraduate and/or post-graduate degree, the following regulations apply:

- 1.2.2.1 Only children under the age of 27 are eligible;
- 1.2.2.2 Forty percent (40%) of the normal tuition fees will be granted to each full-time student member of the family;
- 1.2.2.3 Such remissions will only apply for the prescribed period of the courses as indicated in point 1.2.4. below.

1.2.3 Dependants of serving members of the University Council

With respect to remission of tuition fees for the dependants of serving members of the University Council registered for an undergraduate and/or postgraduate degree, the following regulations apply:

- 1.2.3.1 Only children under the age of 27 are eligible;
- 1.2.3.2 A remission of seventy-five percent (75%) of the normal tuition fee will be granted for each full-time student member of the family;
- 1.2.3.3 Such remissions will only apply for the prescribed period of the courses as indicated in point 1.2.4 below.

1.2.4 Regulations associated with the prescribed period of the courses:

1.2.4.1 The prescribed period for the courses are:

| | |
|---------------------------------|---|
| Undergraduate diplomas | either two or three years |
| Bachelor's degrees | either three or four years as the case may be |
| Postgraduate diplomas | One year |
| Postgraduate Bachelor's degrees | either one or two years |
| Honours degrees | One year |
| Master's degrees | two years |
| PhD degrees | three years if taken after masters or four years in other cases |

1.2.4.2 If a student requires one year more than the minimum period required as indicated in 1.2.4.1 above, to complete a degree, diploma or certificate, the amount of the normal tuition fee remitted in respect of that extra year will be one-half of that remissible under the appropriate provisions above, as the case may be. Any further remission of fees will be at the discretion of the Vice-Chancellor;

1.2.4.3 If a student has taken part of a degree, diploma or certificate course at another university and has come to Rhodes to complete the course, fees will be remissible on the basis indicated above, as the case may be, for the minimum period required to complete the degree at Rhodes. If the student requires more than the minimum period to complete the degree, the rules in 1.2.4.2 above will apply.

1.2.5 Additional Considerations:

1.2.5.1 The Vice-Chancellor will only provide his permission for single course remissions if he is satisfied that:

- (i) the amenities for the chosen course will not be unduly strained, and
- (ii) the head of department offering the course is agreeable;

1.2.5.2 A 5% discount may be claimed where a member of staff pays all fees due (for tuition and residence if applicable) in full prior to registration i.e., before the MIP date.

2. **Concessions for Spouses**

2.1 **Single course remissions**

Spouses of eligible staff may attend one course free of tuition fees each year, if they have the prior approval of the Vice-Chancellor (see point 1.2.5.1).

2.2 **Remission of Tuition fees for studying towards a Degree**

The following regulations will apply:

- 2.2.1 Seventy-five percent (75%) of the normal tuition fee will be granted for the spouses for full-time current staff and serving members of Council;
- 2.2.2 Forty percent (40%) of the normal tuition fee will be granted for the spouses of part-time current staff (as defined in point A);
- 2.2.3 Such remissions will only apply for the prescribed period of the courses as indicated in point 1.2.4 above.

B. **Applying for Concessions for Current Staff**

The following categories of staff in recognised university posts, qualify for concessions for study at Rhodes University: Full time, contract, temporary and part-time staff, Hall and House Wardens and Teaching Assistants whose teaching load is 50% or more of a Junior Lecturer post. Authorisation will be granted upon condition that the applicant is on the University's staff, as defined above, for 6 months or more of the year in which fee remission is applied. If a staff member whose application for remission was approved, leaves the University's employ prior to 1 July, s/he will be required to make a pro-rata repayment for the months in which s/he will not be a member of staff. Similarly if an individual joins the University staff after 30 June, s/he would qualify for remission on a pro-rata basis for completed months in which s/he is a member of staff.

Staff wishing to apply for concessions for studying at Rhodes University must complete the form "Application for Remission of Fees". These forms are available from the Student Bureau in the Registrar's Division and, for your convenience, can be collected when you register for your course. Alternatively the forms are available on the Rhodes website at: http://www.ru.ac.za/administrative/hr/Policies_and_Forms/Policies_and_Forms_Alphabetical_List.htm (look for staff remission guidelines and application form). A new application needs to be

submitted in each year in which the member of staff intends to study, at the time of registration for the course/degree.

Staff who need assistance in this regard should contact the HRD Manager or HRD Officer on 8239.

Completed “Application for Remission of Fees” forms must be submitted to the HRD Office who, if the application is approved, will forward the documentation to the Finance Division. You will be informed of this. In the case of your registering for a degree, you will need to pay the remaining 25% of the tuition fees. Please contact the Finance Division (Mrs Dora Norton) to organise how this will be done. This is *usually* done with a monthly debit order against your salary.

1. **Single course remissions**

Staff are eligible for single course remissions provided that:

- 1.1 Attendance at lectures and tutorials/practicals does not interfere with work commitments;
- 1.2 The course proposed is linked to the individual’s current work or proposed career plan;
- 1.3 The staff member’s manager/HOD has agreed that s/he can register and will be allowed to attend lectures and tutorials/practicals; and that
- 1.4 The HOD of the academic department of the proposed course agrees that this staff member can register;
- 1.5 The time taken off in attending classes is made up during the course of the year of study;
- 1.6 The Vice-Chancellor's permission has been obtained and such permission will be given only if he is satisfied that the amenities available for the chosen course will not be unduly strained and that the conditions listed from 1.1 to 1.5 above are met.

The Student Bureau of the Registrar’s Division will provide the staff member with the relevant form that needs to be completed, regarding single courses. This needs to be signed by the Head of Department where the individual wishes to study.

2. **Remission of Tuition Fees of Post-graduate Degrees**

The following regulations apply:

Remission of seventy-five percent (75%) of the normal tuition fee will be granted;

2.1 The individual needs to have the permission of their manager/ head of department or institution to register for the degree;

2.2 Such permission will only be granted if the work of the department or institution will not be adversely affected by the staff member's registration;

2.3 The course must be of value to the staff member in carrying out his/her official duties in the short or long term;

2.4 Remission periods for staff studying towards a Honours, Masters or PhD will be as follows:

Honours - 2 years

Master's Degree - 4 years

PhD Degree - 6 years.

2.5 Where a staff member does not complete his/her degree in the remission periods indicated above, the decision as to whether the student may qualify for further remission of fees, will be made by the Director of Human Resources in consultation with the Registrar of Finance. A letter of motivation needs to be submitted by the staff member/student to the Human Resources Division.

3. **Remission of Tuition Fees of Undergraduate Degrees**

The following regulations apply to part-time staff:

3.1 Remission of forty percent (40%) of the normal tuition fee will be granted;

3.2 The individual needs to have the permission of their manager/ head of department or institution to register for the degree;

3.3 Such permission will only be granted if the work of the department or institution will not be adversely affected by the staff member's registration;

3.4 The course must be of value to the staff member in carrying out his/her official duties in the short or long term;

3.5 The remission period will be no longer than 6 years unless written permission has been received from the Vice-Chancellor;

3.6 Where an individual is taking two or more courses in one year of study, one course will be free of charge (in terms of the requirements listed under point 1 above) and the further courses will be charged less the 40% remission OR simply the 40% remission will be charged, whichever is the lesser for the staff member.

2.6 Staff Development Funds

Rhodes University has four separate funds available for staff development. These are:

2.6.1 ***Ad Hoc Training Fund*** that pays for costs associated with job-related training courses.

Details and forms for this are available from the HRD Office or on the website:

http://www.ru.ac.za/administrative/hr/Policies_and_Forms/Policies_and_Forms_Alphabetical_List.htm - look for Ad hoc Training Fund. Applications for this fund are considered twice every month, in the first and third weeks of the month.

Advice on this fund can be sought from the HRD Manager or HRD Officer on 8239.

2.6.2 ***Continuing Education Fund*** that assists support staff wishing to further formal education.

Details and forms for this are available from the HRD Office or on the website:

http://www.ru.ac.za/administrative/hr/Policies_and_Forms/Policies_and_Forms_Alphabetical_List.htm - look for Continuing Education Fund. Applications for this fund are only considered once a year in approximately October/November. Staff will be informed via top-list (e-mail circular) and paper circulars.

Advice on this fund can be sought from the HRD Manager or HRD Officer on 8239.

2.6.3 ***Administrative Travel Fund***. This fund pays for staff to attend meetings, events or workshops where the University's interests are represented, and is administered by the Vice-Principal.

Applications can be made by simply writing a letter of motivation, including proposed costs, to the Vice-Principal.

2.6.4 *Joint Research Committee Fund* assist staff in attending research conferences and is administered by the Dean of Research.

2.7 Income Tax Concessions

Enquiries about tax or tax concessions should be made to the Receiver of Revenue, P O Box 345, Port Elizabeth 6000. The Receiver of Revenue should also be notified of any change of address.

In terms of Section 10(1)(o)(ii) of the Income Tax Act, income earned in South Africa while you are overseas is tax free. Academic Staff members who are on approved academic and who:

- are outside the RSA borders for no less than 183 days (please note that this does not have to be in any one year of assessment for tax purposes); and
- Of which at least 60 days are consecutive, are eligible for certain tax exemptions.

Please refer to the following link for the Tax Implication Form:
http://www.ru.ac.za/administrative/hr/employee_administration/academicleave-TaxImplications.doc

2.8 Removal Allowances

Certain travelling and other allowances are payable on appointment. The Recruitment & Selection Manager (ext 8115 or J.Pringle@ru.ac.za) will advise the terms and conditions thereof.

2.9 Service Bonuses

The amount of the service bonus, which is awarded at the discretion of the Council and which may vary from time to time, is equivalent to not more than one month's salary. The bonus, which is taxable, is reduced if unpaid leave is taken (except sick leave) during the twelve months preceding the month of payment. The bonus is payable at the end of the month in which the employee's birthday falls.

Only permanent employees are eligible. Previous unbroken temporary and/or internship service immediately preceding the appointment to a permanent post; will be taken into account in calculating the bonus in the first year of employment.

Payment of the bonus is calculated on the year that commences on the first day of the month in which the employee's birthday occurs. A pro-rata bonus is paid during the first year of service.

To qualify for the bonus, the employees must be in the University's service on the date of payment. The bonus is not paid to staff members who resign or are dismissed before it becomes payable.

A pro-rata service bonus is paid to an employee whose services are terminated for any of the following reasons:

2.9.1 Attainment of pensionable age.

2.9.2 Termination of service by an employee on or after the reaching of the age of 60 years for any reason (including voluntary resignation) other than:

- Voluntary resignation in order to avoid dismissal on the grounds of misconduct, unsatisfactory service, or ill health caused by his own acts or omissions;
- Dismissal on the grounds of misconduct, unsatisfactory service or ill health caused by his own acts or omissions;
- Desertion.

2.9.3 Termination of appointment owing to ill health not caused by his own acts or omissions.

2.9.4 Termination of appointment owing to the abolition of a post, reorganisation or incompetence (as opposed to misconduct) or with a view to improving efficiency or economising in the department or division in which the member is employed.

2.9.5 Death - On death the pro-rata service bonus is paid:

- to the spouse in full, or
- if they leave no spouse, in equal shares to their children (including a legally adopted child) who were wholly dependent on them at the time of their death, or
- if there is no child, into their estate in full.

2.10 Long Service Awards

Long service awards are made to individuals with unbroken permanent service of 25 and 40 years who are in the employment of the University at the end of the month in which they would reach the service milestone. As at January 2008, the awards are R3500 and R5000 respectively. The amount is adjusted from time to time. A period of unbroken temporary and/or internship service immediately preceding permanent employment, is included for the purpose of calculating the period of service. Should someone from Rhodes University be retrenched and then re-employed by the University, the person will receive the monetary award linked to the period from which they were first employed and as if they not been retrenched. They will not however receive a long-service certificate. In calculating a long-service award for those individuals retiring, in calculating the period for long-services a period of 6 months in the last year of service shall be regarded as a full year e.g. if a person has served 24 years and 6 months, s/he will be eligible for the award for 25 years. The long-service certificate will also reflect the full period. Should someone resign from Rhodes University and be re-employed by the institution within a period of 6 months, in calculating the period for long-service this shall not prejudice the person for qualifying for the long-service award. This means that this will not be regarded as broken service for the purpose of the long-service award".

2.11 Group Life Assurance Scheme

2.11.1 Eligibility to join the Scheme

All new eligible members of staff are required to join the Scheme as a condition of their employment. Eligible members of staff are

- all new permanent members of staff and
 - contract staff appointed for terms of 2 years or longer
- between the ages of 18 and 65 at date of appointment.

2.11.2 Compulsory Group Life Cover

On the death, from any cause, of a member of staff, the Compulsory Group Life Scheme will provide a tax-free cash lump sum of twice the member of staff's annual salary at the date of death.

Cover will cease when a member of staff leaves the service of the University and retires.

A member of staff who leaves the employ of the University and who has not yet attained age 65, may elect to convert their Compulsory Life Cover to an Individual Life Assurance Policy for an amount not exceeding the Cover for which they were covered under the Compulsory Group Life Scheme. This option must be taken within thirty (30) days of leaving the service.

Members of staff who are eligible to join the Compulsory Group Life Scheme will not be required to provide proof of their state of health to the Underwriter provided their cover does not exceed R1000 000.

2.11.3 Additional Voluntary Group Life Cover

Any member of staff has the option to elect Additional Voluntary Life Cover of once or twice their annual salary.

2.11.4 Additional Voluntary Disability Cover

Additional Voluntary Disability Cover of once or twice annual salary may be coupled to the Additional Group Life Cover selected. The Voluntary Disability Cover, if chosen, must be equivalent to the additional Voluntary Life Cover selected. The Voluntary Disability Benefit cannot therefore be selected on its own.

Members of staff who elect Additional Voluntary Cover will be required to complete a Health Questionnaire. The Underwriter will then assess the Questionnaire and may decide to call for medical evidence. The selected Cover will then be assessed and may be accepted, declined or offered on special terms.

Any member of staff who selects only once annual salary Voluntary Life Cover initially, and at a later stage wishes to increase the Cover to twice annual salary to add Disability Cover, will be required by the Underwriter to provide medical evidence before such increase in cover will be assessed.

2.11.5 Benefit Payment

The Death Benefit will be paid directly to the dependants, or nominated beneficiaries of the member of staff upon Death, irrespective of the cause of Death.

2.11.5.1 Premiums

The current Monthly Premium Rate for the Compulsory Group Life Cover is 33c per R1000 of basic Cover of which the member of staff and the University each pay half.

For example, a person earning R50 000 per annum will be covered for R100 000 and will be required to pay R16,50 per month out of the total premium of R33, 00.

The current Monthly Premium Rate for the Additional Voluntary Life Cover is 58c per R1 000 of basic Cover and is payable in full by the member of staff e.g. R100000 Cover will cost R58, 00 per month.

The current Monthly Premium Rate for the Additional Permanent and Total Disability Cover is 38c per R 1 000 cover and is payable in full by the member of staff e.g. R 100 000 Cover will cost R38, 00 per month.

2.11.5.2 Administration of the Schemes

The Finance and Human Resources Divisions administer the Schemes. They will deduct monthly premiums from members of staff salaries and ensure that these are paid to the Underwriter.

2.11.5.3 General Notes

Alexander Forbes underwrites the Scheme.

Please note that the monthly premium rates shown above are those rates currently used by the Underwriter. These rates are reviewed annually.

Alexander Forbes ensure that Claims are paid timeously and that dependants have access to sound financial advice. They are also available to assist staff with Scheme or Assurance queries.

Should there be any discrepancy or anomaly between the contents contained in this member document and the underwriter's Policy which governs the Benefits of the Scheme, the Benefits as stated in the Policy will prevail.

2.12 Staff Loans

The University has Staff Loan Schemes for Short/Medium term loans, NBC Housing Loans and a Car Loan Scheme.

The University retains the right to decline loans without providing reasons and to change the rate of interest as it sees fit. Loan applications are available from the Housing/Loans Officer (Mr Neil Smuts) in the Finance Division.

2.12.1 Short and Medium Term Loans

Short and medium term loans are available to permanent staff members. Qualification is dependant on a number of criteria including, but not limited to, period of employment, minimum take-home pay and periods of repayment. The interest rate is linked to prime.

2.12.2 NBC Housing Loans

NBC Housing loans are only available to members of the Service Staff Provident Fund. Qualification is dependant on a number of criteria including, but not limited to, period of employment, minimum take-home pay and periods of repayment. The interest rate is linked to prime. Loans are secured by the Provident Fund.

2.12.3 Car Loans

Car loans are available to permanent staff members. Qualification is dependant on a number of criteria including, but not limited to, period of employment, minimum take-home pay and periods of repayment. The interest rate is linked to prime. The maximum loan is R125 000. Vehicles are registered with Rhodes University as the title holder. As funds are limited there are periods where the loan book is “closed” and no loans considered. For information regarding the Car Loan Scheme, please contact Neil Smuts ext 8724 in the Finance Division.

CHAPTER 3

Staff Matters

3.1 Ranks and Grades

Academic Staff

The most senior Academic grade is that of Professor, followed by senior Lecturer, Lecturer and Junior Lecturer, with an ad homonym grade of Associate Professor between the grades of Professor and Senior Lecturer.

Teaching Assistants, Graduate Assistant Bursars, Demonstrators, Essay Markers and Tutorial Assistants supply practical assistance to senior staff members. Research staff is graded as follows: Senior Research Officer or Senior Research Fellow (equivalent to Senior Lecturer), Research Officer (equivalent to Lecturer), and Assistant or Junior Research Officer (equivalent to Junior Lecturer).

Support Staff

The University currently grades all support staff positions using a job evaluation system called JE Manager. Posts are graded from grade 1 to 18 depending on the responsibility level and content of the job. The purpose of grading posts is to ensure that there is fairness and consistency between jobs across the Institution. A Job Evaluation Policy exists so that we are able to hold each other accountable regarding the roles that we all play in the Job Evaluation and Grading process. The policy can be found on the HR website under Organisational Development.

3.2 Personal Promotions and Merit Award System

Personal Promotions : Academic & Research Staff

A document, Procedures & Criteria Governing Personal Promotion for Academic & Research Staff, is available from your Head of Department/Institute/Unit is available for the Head of Department/Institute/Unit or on the following web link: http://www.ru.ac.za/academic_promotions/

Merit Award System – Support Staff

A Merit Award System is currently in place for all staff from Grades 1 to 14 provided they have worked for 9 months or longer in the review period. The review period is from 01 September to 31 August. If a job incumbent has worked for less than 9 months in his/her current job because he/she transferred from another job within the University he/she may be considered for merit award for his/her previous job. The bonus will be pro rata based on the amount of time the person was in the job before transferring. The guidelines, procedures and application forms are available from the HR Website under Organisational Development.

An evaluation system is used to grade all support staff positions. Posts are graded from grade 1 to 15 depending on the responsibility level and content of the job.

The most senior Academic grade is that of Professor, followed by senior Lecturer, Lecturer and Junior Lecturer, with an ad homonym grade of Associate Professor between the grades of Professor and Senior Lecturer.

Teaching Assistants, Graduate Assistant Bursars, Demonstrators, Essay Markers and Tutorial Assistants supply practical assistance to senior staff members. Research staff is graded as follows: Senior Research Officer or Senior Research Fellow (equivalent to Senior Lecturer), Research Officer (equivalent to Lecturer), and Assistant or Junior Research Officer (equivalent to Junior Lecturer).

3.3 Harassment

The University has a policy and procedure covering staff members and students that details procedures in dealing with all forms of harassment. Contact either the Human Resources Employee Relations Manager, Mr Andile Dlali ext 8001, in the case of a staff complaint, or the Counselling Centre, in the case of a student complaint, for further information. Please note that Harassment Policy may be found at the following link:
http://www.ru.ac.za/administrative/hr/Policies_and_Forms/Employee_Relations/harass.html

3.4 Grievance and Disciplinary Procedures

Enquiries regarding the above procedures and can be made to the Employee Relations Manager, Mr Andile Dlali (ext 8001) in the Human Resources Division.

The ***Grievance Procedure*** is a guide to provide Supervisors, Managers and Heads of Departments and individuals or groups of Staff Members with a clear set of guidelines for the handling of grievances in a manner which ensures that members of staff are given the opportunity to air their grievances through formal channels, and in an unrestricted manner.

Please note that the ***Grievance Procedure*** can be found at the following link:
http://www.ru.ac.za/administrative/hr/employee_relations/grievance.htm

The purpose of a ***Disciplinary Procedure*** is to initiate corrective rather than punitive action where behaviour is unacceptable or work performance of an employee is unsatisfactory.

Please note that the ***Disciplinary Procedure*** can be found at the following link:
http://www.ru.ac.za/administrative/hr/policies_and_forms/Employee_Relations/Disciplinery/English

CHAPTER 4

Academic Matters related to Academic Staff

4.1 Staff Exchange Visits – South Africa

Council has approved a Senate proposal for a system of interchange of lecturing staff between South African universities. The general conditions are that:

- 4.1.1 The exchange is independent of existing leave conditions;
- 4.1.2 The exchange is not normally for longer than one (1) term;
- 4.1.3 The exchange should not affect salaries and benefits;
- 4.1.4 The host university in each case is responsible for accommodation arrangements and transport costs where necessary;
- 4.1.5 The two staff members concerned should be in the same or cognate disciplines;
- 4.1.6 Every exchange must be initiated by staff members themselves, who submit initial arrangements to Senate and Council for approval.

To discuss staff exchange visits, please see the Director of Human Resources.

4.2 Staff exchange visits - Overseas

The University Council has approved the interchange of lecturing staff between this University and overseas universities. The general conditions are that:

- 4.2.1 The exchange is independent of existing leave conditions. The staff member will be granted special leave,
- 4.2.2 The exchange will not normally be longer than one year,

- 4.2.3 The exchange will not affect salaries and benefits. The staff member will continue to receive his normal salary and fringe benefits while working at the host university. The staff member's replacement will receive their salary and fringe benefits from their own university,
- 4.2.4 The staff member wishing to participate in the exchange scheme must be acceptable to the host university, and their proposed replacement must be acceptable at Rhodes University;
- 4.2.5 The two staff members concerned must be in the same or cognate disciplines;
- 4.2.6 Any agreement on the exchange of houses, cars, etc. will be the responsibility of the participants, not the University;
- 4.2.7 Staff members may apply to the Principal for travelling expenses to host universities. One return economy airfare may be granted. No travel grants will be made for family members;
- 4.2.8 The staff member is to give an undertaking to serve the University for not less than one year after returning to duty;

4.3 Academic Staff Taking Unpaid Leave

From time to time, staff may alter their current conditions of service and appointment, usually under the following conditions:

- 4.3.1 Staff requesting to take a period of unpaid leave for a variety of reasons;
- 4.3.2 Staff taking up a joint appointment;
- 4.3.3 Staff taking up a research Chair for a contract period;
- 4.3.4 Staff being seconded to another area of the University for a period of time, linked to a fixed term appointment; and
- 4.3.5 Staff being seconded to other institutions for a period of time, linked to a fixed term appointment.

While this document recognises that such changes to the current conditions of service and appointment may be at the request of the institution, this document deals with requests made by staff. Please refer to the following link for the full policy and requirements at the following web link:
http://www.ru.ac.za/administrative/hr/Directors_Office/directors_office.html

4.4 Academic Staff wishing to continue their Relationship with Rhodes University beyond Retirement Age

A current academic staff member due to retire may wish to continue the relationship with Rhodes University under the following conditions:

- 4.4.1 By extension of the current employment contract for a limited period on the understanding that the person will no longer remain a contributing member of the Provident or Pension Fund but will continue to draw a normal full salary otherwise;
- 4.4.2 By formal appointment to an Honorary appointment (subject to approval by Senate and Council) with access to office space, computers, laboratories and equipment subject to availability and approval of the relevant Head of Department/Institute. In addition, access to the library, sport and other general facilities and IT services may be granted. Approval to such honorary appointments is via an application made to the Academic Planning and Staffing Committee;
- 4.4.3 By agreement with the Dean of Research (in consultation with the HoD) as regards access to research funds in order to continue to contribute to the research of the University. In this case, written application should be made to the Dean of Research. Applications for office space and laboratory facilities should be made to the Vice-Principal (in consultation with the HoD);
- 4.4.4 By agreement with the Head of Department to contribute to specialized limited areas of teaching, supervision or consultancy within the department, in return for honoraria for such services; and
- 4.4.5 By being granted permission to continue to use limited library, sporting and computer facilities.

To assist with the identification of such staff, at the beginning of each year, the Human Resources Division will provide the Deans and HoDs with updated lists of academic staff who will be reach normal retirement age within the next three years. The Deans in discussion with the HoDs will look at how best to meet staffing requirements due to expected retirement vacancies. For further information please refer to the Human Resources Division web page on the following link: http://www.ru.ac.za/administrative/hr/Directors_Office/Post-Retirement_Employment.doc

4.5 Thomas Alty Awards

These awards are made to encourage staff to complete a further degree or professional qualification. A Thomas Alty Award is made to a member of staff who is awarded a Masters or PhD degree or equivalent qualification while in the service of the University. A Vice-Chancellor's Award is made to a member of staff who is awarded a Bachelor or Honours degree or a recognised professional qualification, and matric or NQF level 1 (grade 9) qualification.

Further information regarding criteria for eligibility can be found on the University's website:
http://www.ru.ac.za/administrative/hr/Policies_and_Forms/Employee_Admin/AltyAwards.doc

CHAPTER 5

Academic Services

5.1 Grants, Awards and Fellowships

The Rhodes University Council's Joint Research Committee makes available limited university funding to researchers who are not yet in a position to obtain outside funding. Application forms are available from the Dean of Research Office (research-admin@ru.ac.za), or from the website <http://www.ru.ac.za/research/forms/forms.htm>.

Information on awards made by the University and by outside bodies such as the Human Sciences Research Council and the Medical Research Council can be obtained from the Dean of Research Office. It is impractical to list all grants, awards and fellowships available as conditions and dates of applications often change.

A handy guide for new members of staff, to aspects of research and basic administration processes required, is available from the Dean of Research Office, or from their website <http://www.ru.ac.za/research/>.

You are encouraged to make an appointment with the Office for advice and avenues of possibility with regards research, which are also complimented by student postgraduate funding.

5.2 Contract Research

Please see the Dean of Research office or email them (research-admin@ru.ac.za), for information on contract research and the rules regarding the steps involved in the development and signing of contracts.

5.3 Conference Travel Grants

Limited travel assistance is available from the Rhodes University Council's Joint Research Committee. Please consult the Dean of Research Office (research-admin@ru.ac.za), and the guidelines and forms available from the website <http://www.ru.ac.za/research/forms/forms.htm>. There are also a number of opportunities for international travel assistance from other sources.

CHAPTER 6

Information Technology Division

Information about IT at Rhodes is available on the IT home page at <http://www.ru.ac.za/it/>
These pages are also used to publicise IT news and developments.

6.1 Background

The primary function of Information Technology Division is to meet the computing needs of the staff and students of Rhodes University.

6.2 Location

The IT Division is housed in the Struben Building while Electronic Services is situated on the ground floor of the Physics and Electronics Building.

6.3 Contact Information

| | | |
|----------------------|----------------|--|
| IT Support Help Desk | Extension 8288 | support@ru.ac.za |
| Support Manager | Extension 8290 | |
| Electronic Services | Extension 8458 | |

6.4 Reporting a Problem

Software related problems should be reported to support@ru.ac.za. A job number will automatically be allocated and thereafter a Software Support Consultant will contact you.

Hardware related problems must be reported to Electronic Services.

6.5 New Computers

New members of staff should direct their requests for new computers to their Heads of Department. If the request is approved and a new PC bought, the IT Support Help Desk will contact owners to collect their new machines once they have been checked and configured.

6.6 Registering as a User

New members of staff need to contact the IT Support Help Desk to register. You will need your Rhodes employee number for this. Please contact Maureen Thiersen in the Human Resources Division ext 8113/4 who will issue you with a document containing your employee number.

6.7 Student Computer Labs

Lecturers who wish to use a student computer lab for teaching purposes should visit the following web page <http://www.ru.ac.za/administrative/it/labs/labrequest.doc> to complete a booking request.

ANTI-VIRUS SOFTWARE

Rhodes makes use of the F-Secure anti-virus software. It is the users responsibility to make sure this software is installed on their PC and it is also their responsibility to make sure this software is regularly updated.

NOTE: The Information Technology Division will not accept any responsibility for damage caused by viruses.

The Information Technology Division is not obliged to offer any assistance to a user who has not updated their anti-virus software and has as a result been infected with a virus.

CHAPTER 7

Centre for Higher Education Learning, Teaching and Research

7.1 Introduction

The Centre for Higher Education Learning, Teaching and Research (CHELTR) is responsible for the following areas:

- Academic staff development
- Student development in conjunction with academic departments
- Promotion and assurance of quality
- Research on issues of learning and teaching and student development in higher education
- Research on higher education, including commissioned research
- Postgraduate research and training programmes in the field of higher education.

This section of the *New Staff Guide* focuses on areas of CHELTR's work which pertain to new members of the academic staff at Rhodes.

7.2 Academic Staff Development

- **Assessor Courses**

All new staff appointed to permanent positions at Rhodes are required to complete a qualification accrediting them as assessors in higher education during the three years of their probation. CHELTR offers courses leading to this qualification. These courses involve joining a group of fellow academic staff for a weekly session, lasting for approximately one hour, for the duration of a semester. In these sessions, participants are introduced to the principles of criterion referenced assessment and to other considerations related to assessing students' learning in higher education in South Africa. For the purposes of the qualification, participants are required to apply some of these principles to a course or module that they teaching in order to develop a coherent assessment strategy. This work is then written up in the form of a portfolio which not only describes the assessment but which also evaluates its effectiveness.

The assessor qualification which is awarded to successful candidates consists of a number of unit standards totalling 30 credits at honours level.

- **Postgraduate Diploma in Higher Education**

The Postgraduate Diploma in Higher Education (PGDHE) is a 120 credit qualification at honours level intended to accredit staff as professional educators in higher education. The programme leading to the qualification comprises four core modules focusing on the nature of learning, curriculum development, assessment and evaluation. Assessors' courses, described above, are equivalent to the assessment module of the PGDHE. It is therefore possible to move from an assessor course to other modules in order to complete the entire qualification.

Study for the PGDHE is work-based in the sense that participants focus on their own teaching and course design and all assignments relate to these. Assessment of the programme takes the form of a portfolio in which participants apply what they have learned to their own work.

Although academic reward systems have traditionally recognised research over teaching, teaching is becoming increasingly important in all higher education systems which are being forced to expand as a result of demands made in the context of globalisation. As this happens, the importance of teaching is being recognised in all sorts of ways. Staff members at the beginning of an academic career are therefore encouraged to consider the merits of becoming qualified as professional educators in higher education.

- **Master of Education**

CHELTR also offers a programme leading to an M.Ed in higher education. Participants follow the PGDHE programme but must meet master's level assessment criteria for the taught portion of the programme before moving on to complete a piece of research which is written up as a half-thesis.

- **Doctor of Philosophy**

CHELTR staff members offer supervision at doctoral level in the field of higher education studies.

- **Supervision**

Rhodes University is one of the six 'research intensive' institutions in South Africa and is aiming for 25% of the student body to be enrolled at postgraduate level by 2010. This means that the supervision of postgraduate research is an important part of teaching. CHELTR offers courses in supervisory practice intended to enhance staff capacity in this area. These courses draw on the expertise of

experienced supervisors in a range of disciplines to provide insights and practical advice in all areas of supervision.

- **Teaching Portfolios**

The Rhodes University Policy on the Evaluation of Teaching and Courses requires all staff to submit a teaching portfolio as evidence of their teaching competence at the end of their probationary period. This requirement became policy *before* the requirement that all staff should complete an assessor qualification. Since the assessor qualification is assessed by means of the preparation of a portfolio the *same* document is used to meet the assessor qualification requirement *and* the requirement of the Policy on the Evaluation of Teaching and Courses. This means that new staff members who join an assessor course at CHELTR will be supported as they prepare the portfolio which serves both purposes. Given that the assessor course also forms part of the PGDHE programme, this also applies to staff members choosing to complete the 120 credit qualification.

Meeting the requirements of probation is not the end of an academic career, however, since most members of staff will, at some point, apply for personal promotion. Criteria for personal promotion also require the applicants should submit evidence of good teaching and most staff members choose to submit a teaching portfolio for this purpose. Similarly, one criterion for the two awards for distinguished teaching made annually by the Vice Chancellor also requires the submission of a portfolio. The portfolio built for probationary purposes thus provides a basis for further drafts of a document which will be used throughout an academic career at Rhodes.

7.3 Student Development

For a number of theoretical and research based reasons, Rhodes does not offer student support in structures outside the academic disciplines. This means that student support and development needs to be built in to the teaching of the discipline. Participation in any of the CHELTR programmes, but particularly the PGDHE, will provide insights into the way this can be achieved. In the context of specific problems, however, CHELTR staff members are available to consult on an individual basis.

7.4 Promotion and Assurance of Quality

Rhodes University has three policies related to the promotion and assurance of quality in teaching and learning. These are the policies on the:

- Evaluation of teaching and course design
- Assessment of Student Learning
- Design and Review of Curricula.

CHELTR staff members are available to consult with individuals and departments on policy requirements and are able to provide support where required.

One area in which CHELTR provides considerable support to all members of the academic staff is in the evaluation of teaching and course design. CHELTR offers an online service, called the *Evaluation Assistant*, which allows individuals to custom build questionnaires intended to elicit students' perceptions of their teaching and course design. CHELTR then analyses results from these questionnaires and provides a report to the individual who designed the original instrument. CHELTR is also able to support staff in using other, more in-depth, methods of gathering feedback from students.

7.5 Research

CHELTR conducts research into higher education in general and into teaching and learning in higher education in particular. CHELTR staff members are often willing to conduct joint research with other members of the academic staff into an area of interest. In the past, joint research projects have resulted in publications in accredited journals.

In the United Kingdom and the United States, research into the teaching of a disciplinary area now offers a viable alternative to research into the discipline itself in terms of building an academic career and many academics have made 'names' for themselves in this way. New staff members are invited to consult with CHELTR staff if they would like to discuss opportunities for research into the teaching of their disciplines.

CHAPTER 8

Rhodes University Library

More detailed information is available on the Library's home page:
<http://www.ru.ac.za/library/>

The University Library houses an extensive collection of books and periodicals and is a gateway to electronic resources from all over the world. The Library's resources contain information in a variety of forms including books (over 300,000 titles), journals (nearly 800 current titles), manuscripts, microforms, audio-visual titles, sound recordings and computer diskettes and CD's. Information from other sources including over 30 000 journals is available via many on-line databases.

The University Library Service consists of the Main Library, the Cory Library for Historical Research in the Eden Grove Building and various Departmental libraries/collections.

8.1 Library Hours

| Main Library | Term | Vacations |
|-------------------|---------------|---------------|
| Monday – Thursday | 08h30 – 22h30 | 08h45 – 17h00 |
| Fridays | 08h30 – 18h00 | 08h45 – 17h00 |
| Saturdays | 09h00 – 21h00 | 09h00 – 12h30 |
| Sundays | 13h30 – 17h30 | |

The Cory Library is open for shorter hours than the Main Library, and these times are displayed at its entrance.

Variations in Library hours will be publicised by means of notices in the Library and electronically via the homepage. Library hours are extended during the swot week and examination periods. During terms and short vacations an *All Night Study* facility is open when the Library itself is closed.

Staff will be advised in the event of any changes to the above times.

8.2 Departmental Libraries

Detailed information available on library's homepage:

<http://www.ru.ac.za/library/departmental/>

8.3 Using the Library

The Library's Professional Staff should be approached to explain Library facilities and services, to discuss problems and requirements and to assist with information queries.

All units are staffed with Librarians during office hours from Mondays to Fridays.

An introductory tour of the Library for new staff is offered at the beginning of each academic year, or on request.

8.3.1. The On-line Public Access Catalogue (OPAC)

Most material held in the Main and Departmental Libraries is listed in the Online Public Access Catalogue (OPAC).

The OPAC is part of the Library's Millennium Computer System. It incorporates all material acquired since 1990 and can be accessed from any web-capable PC via the Library's Home Page on the Internet. Older material which has not been issued since 1990 may be listed in the card catalogues only.

The OPAC also lists material that is on order for the Library and in process in the cataloguing department. It also indicates if material held by the Library is already out on loan.

By making use of OPAC's self-service facility listed under the heading Self-Service Login, library users may check what is issued to them, renew items which are not overdue or on hold for anyone else, check what is on hold for them and cancel holds, if required. Users may also activate their Reading History, which keeps a record of all items borrowed after activation, until cleared by the user.

Staff who are unfamiliar with the Millennium system or who experience problems in accessing the OPAC should approach the Library Staff for assistance.

8.3.2 Borrowing Library Materials

8.3.2.1 Before borrowing from the Main Library staff members need to register as borrowers at the Main Circulation Desk. Staff identity cards also serve as Library Borrowers' Cards and need to be produced at registration.

8.3.2.2 Basic circulation rules are noted in the University Calendar and a detailed statement of rules is available at www.ru.ac.za/library/about/rules.html. Circulation assistants are able to discuss procedure and problems.

8.3.2.3 The normal circulation allocation for staff is up to 12 items for 84 days each. This number of items can be increased on request.

8.3.2.4 Staff members are liable for fines on overdue books. The rate is currently 50c per day but there is a significant grace period of 7 days before fines are imposed and staff are reminded by e-mail 7 days before due date and again at regular intervals after material has become overdue.

- Certain classes of Library materials may not circulate at all or circulate for unusual periods, and staff should consult the Librarians about: **Unbound Periodicals, Government Publications, Reference Books** and similar material.

8.4 The Short Loan Collection

- 8.4.1 The Short Loan Collection is maintained so that material in heavy demand can be consulted by as many students as possible. It works best for students when material in demand by all the members of a class or classes at one time is on Short Loan ahead of the demand period. The very restricted loan period of one hour can be irksome to students outside periods of high demand and for this reason Short Loan lists need regular revision.
- 8.4.2 Staff wishing to place material on Short Loan (SL) for their students should consult the Assistant Librarian (Circulation).
- 8.4.3 Photocopies are accepted for SL only provided that they do not render the Library liable for prosecution under copyright legislation.
- 8.4.4 Personal copies of books can also be put on SL but will need to be given Library labels and to be catalogued while in the Library.
- 8.4.5 Departments with extensive lists of material for SL should ensure that these are made available to the Library in good time.
- 8.4.6 Staff are encouraged to refer students to the electronic versions of articles on Library databases rather than photocopying or printing out such articles for Short Loan. The Library also facilitates Electronic Short Loan - linking readings from subscribed databases to OPAC records, instead of photocopying or printing out readings for SL. This enables SL readings to be designated for specific courses and to be available to students 24/7.

8.5 Student Assignments

- 8.5.1 Staff are requested to ensure that material which appears on students' reading lists is held in the Library or on its databases or, if it is not, that the location of such material is clearly stated.
- 8.5.2 It is helpful if references on reading lists are in a format which will enable students to locate the items concerned in the Library catalogues easily. Professional Library staff can be consulted for advice on this. It is helpful if copies of reading lists are lodged at the Library's Information Desk.

8.6 Ordering Material for the Library

- 8.6.1 The vote of funds for the purchase of Library materials by the University is subdivided into departmental grants. Items are purchased against these grants on the recommendation of each department. Orders from departments can be accepted only while there are sufficient funds in their grants. Each department has an authorised signatory or signatories who must sign order cards for that department before the Library will accept them.
- 8.6.2 Staff wishing to order items for the Library should check that the material concerned is not already held in the Library. If an order duplicates existing holdings, the Acquisitions Librarian should be informed that the duplication is intentional and why it is necessary. Order cards on which requests to purchase Library materials must be submitted, other than periodicals and government publications, are obtainable from the Acquisitions Librarian. Orders can also be submitted electronically and the Library's Acquisitions staff can be contacted to set up this facility. Library Staff will assist in locating the bibliographic details necessary to complete orders.
- 8.6.3 Periodicals and Government Publications are ordered in the same way but through the Periodicals Department and on different order cards. As periodicals orders represent on-going and increasing charges on departmental grants new titles should be proposed only after careful consideration, and if the title is not already available electronically via one of the Library's online database subscriptions.

8.7 New Book Display

Staff are informed by the Library when books which they have requested have arrived and been processed by the Library. New books are displayed in the foyer of the Main Library for one week before going into circulation. Staff who have ordered books may reserve new books before they go onto public display or during the display period. If any book is needed urgently for teaching or research purposes the display period can be limited or cancelled in consultation with Library staff.

The weekly list of new material on display can be viewed on the Library homepage under "What's new": <http://www.ru.ac.za/library/new/>. A monthly New Acquisitions Bulletin is also available via the "What's new" page.

8.8 Inter-Library Loans

The Inter-Library Loan (ILL) service exists to obtain from other libraries material that is not held at Rhodes. In return Rhodes Library makes its own resources available to other libraries. Users of the Inter-Library Loans service must be aware (1) that the loan periods and restrictions of lending libraries must be respected, (2) that they incur certain costs, (3) that overseas loans can present problems and should be discussed with ILL staff and (4) that by agreement amongst participating libraries, books borrowed on ILL may not be placed on Short Loan by the borrowing library.

The Inter-Library Loans department staff will explain how requests should be submitted and will help with any problems. It should be noted that libraries may elect to withhold certain items from ILL. These include reference materials and materials in use or in high demand in the home library. Periodicals are never sent on loan. Instead photocopies of articles are supplied.

Full details about ILL procedures are available at: <http://www.ru.ac/library/services/illoan.html>

8.9 Photocopying

The Main Library has a number of photocopy machines available to users. These are situated in the Photocopy Room on the ground floor, in the basement and on the landings. These machines are operated via staff (or Plankomat) cards that are charged by feeding coins into the card loader in the Photocopy Room. Staff members can obtain staff cards from the Student Bureau or buy a Plankomat card from the Card Dispenser/Loaders housed in the Main Library's Photocopy Room and at the Student Bureau.

All users of the Library photocopy machines are reminded that they are required to act within the provisions of copyright legislation. Library staff can help to explain the regulations but in cases of doubt legal advice will need to be sought.

8.10 Computer Facilities

The Library provides computer facilities for staff and students to access full-text journals and databases and other research material on the Internet. Computers are located in the Information Literacy Laboratory, at the Information Desk and in the Reference Computer Area on the ground floor.

8.11 Video Booths

Videos and DVDs may be viewed on equipment which is available in the Library's Video Room on the ground floor.

Group viewing during office hours may be arranged, by appointment, with Library Staff.

8.12 The Cory Library for Historical Research

For detailed information please refer to the library's homepage:

<http://www.ru.ac.za/library/cory/>

8.13 Information Services

The wealth of information available to the Rhodes community is outlined on the Library's homepage: <http://www.ru.ac.za/library/services/infoserv.html>

Staff are encouraged to approach the Information Services Librarians at the Library's Information Desk for assistance in the use of all the Library's resources.

8.14 Library Workshops

The Information Services Librarians organise workshops to demonstrate optimum use of the Library's electronic resources. Ideally these workshops should be course-related. Academics are encouraged to make use of this service for their students.

CHAPTER 9

Administrative Services

9.1 Transport

9.1.1 Hire of Vehicles

University pool vehicles can be hired through the Transport Office in the Estates Division for **University purposes only**. Preliminary bookings are accepted by telephone or letter but cannot be confirmed until receipt of the official requisition form. Pool vehicles are in constant demand, so requests should be made as far in advance as possible. If a vehicle is available, the booking should be confirmed early. Requisition forms are available at the Transport Office. All requisitions and correspondence must be addressed to the Transport Office, not to individuals.

9.1.2 Excursion Rules

Excursions and Field Trips using University transport with costs debited to departments: Departments may wish to save the cost of drivers by using approved staff members or approved student drivers with the appropriate Code 8 licenses to drive vehicles 10 seater or less. If there are more passengers, a professional driving permit is required. (Please refer to the University Motor Transport Regulations concerning student drivers and the need for supervision when students are travelling in pool vehicles). Approval of drivers requires the passing of a driving test conducted by the Transport Office.

Excursions and Field Trips in Private Cars: Some staff members use their own cars for field trips. If no reward at all is received for this, the only requirement is that they hold comprehensive insurance giving unlimited cover for injury or death of passengers. Note that receiving a share of the running cost is regarded as reward and is illegal.

Staff members with comprehensive insurance cover should check that their policies cover use 'for business and professional purposes' if their insurances are to remain valid. There is no recourse to the University if a staff member is involved in an accident while using their car on University business.

If a staff member wishes to be paid for using their car to transport students, the Motor Transportation Act states that this can only be done by the University. The Vice-Principal must give prior approval for the use of staff members' cars under these conditions. (The alternative of students paying the staff member needs a special permit from the local Road Transportation Board. It also involves complications over insurance - for example, comprehensive policies do not cover claims for injury or death of passengers carried for reward).

9.1.3 Journeys on University Business

All staff on journeys on University business, whether in University cars or their own, must comply with the following:

9.1.3.1 The driver must have a valid, unendorsed driver's license for the class of vehicle being driven.

9.1.3.2 If a staff member uses their own car on University business when authorized to do so on repayment, or when they use it without authority in the course of their duties without repayment, they must: insure the vehicle by a fully Comprehensive Policy or a Balance of Third Party Policy in addition to the Compulsory Third Party cover required by law. (Note that a Balance of Third Party policy does not cover damage to the vehicle and the University does not accept responsibility for such damage).

In the case of cars not insured under the Rhodes University Insurance Scheme, ensure that the car insurance policy includes, or has been amended to include: in the definition of "use", "business use"; and an indemnity in favour of the University, as employer, in respect of any common law claim against it arising from the use of the vehicle. Insurance companies should make these additions without charge.

9.1.3.3 These requirements protect staff as much as the University as **the University provides no insurance cover to staff members driving their own cars on University business against the consequences of accidents while on such journeys.**

9.1.3.4 The Manager of Transport or Transport Clerk must be informed of any accident or mechanical breakdown, however minor, as soon as possible after it has occurred, involving any vehicle being used on University business.

9.1.3.5 If a staff member authorizes the payment of a claim for official mileage, they must be sure that these requirements have been met.

9.1.3.6 If a University vehicle is not available and staff members use their own cars, they may claim reimbursement at the going rate of R1,50 per k/m. If a staff member uses their own car, even if a University vehicle is available, reimbursement will be made at a lower rate.

9.1.3.7 When vehicles are hired from commercial car-hire firm's for University purposes staff members will not be reimbursed if they sign up for either Collision Damage Waiver or Personal Accident insurance. The University's insurance policy covers the former, and the University provides Personal Accident insurance for staff while on duty.

9.2 Mail Office

The information and procedures in this document are important and are designed to enable the Mailroom to function effectively. Please adhere to these simple requirements and we shall be able to offer you an efficient service.

9.2.1 Internal Mail

The following details need to be clearly marked on all Internal Mail.

- a. Title, Initials & Surname of Addressee
- b. Department or Residence in the case of students (no abbreviations)
- c. "Internal Mail" to be rubber stamped or clearly written in the top right corner of the envelope
- d. Department stamp on reverse of all Mail

Should you re-use envelopes, please ensure that the previous address has been obliterated completely.

The following organisations are also linked to the Internal Mail System and items may be sent post-free to them.

- (a) Grahamstown Foundation (Monument)
- (b) National English Literary Museum
- (c) Rhodes Union
- (d) SRC
- (e) Legal Aid Clinic

9.2.2 Residence Mail

In order for residence mail to be delivered on the same day, it must be in the Mailroom by 9:30.

All mail to Oppidan students must be treated as *External Mail* i.e. it must be in an envelopes with the full address and departmental rubber stamp on the back of the envelope. The correct postal address for students in residence is:

Name

Name of Residence

Private Bag Number

Grahamstown

6140

9.2.3 Outgoing Mail

In terms of a Senate resolution, an official letter (i.e. a letter dealing strictly with University matters), which has to be posted at University expense, must have the department rubber stamp on the reverse of the envelope.

Official Mail not bearing the name of the department from which it originates cannot be accepted by the Mailroom; similarly unstamped private mail cannot be accepted by the Mailroom.

9.2.4 General

The Mailroom receives much incompletely addressed mail. It is very important that you supply your correspondents with your full address as follows:

Name and surname

Department (*very important*)

Rhodes University

Grahamstown

6140

Incomplete addressed mail could be returned to sender.

9.2.5 Visitors' Mail

The Mailroom should be given the names of all those associated with departments who are visitors and whose names do not appear on student or staff lists. These include Masters and Doctoral students,

visiting researchers, University or Institute Fellows, and any others likely to be at the University and have mail addressed to the University. If this is not done, the Mailroom may return mail to senders.

Any further information with regard to Mailroom procedures and services can be obtained from the Mailroom Supervisor.

9.3 Telephone System

Heads of Department and other staff members are asked to control the use of University telephones for the sake of economy. If the University switchboard is used, the caller should tell the operator if their outgoing call is private or official. The switchboard operators log all trunk calls booked through them, showing the origination, destination, duration, cost and account to be charged and keep a record of private calls to be debited to the staff members concerned. The Heads of Department with direct lines should arrange for a record of all outgoing calls to be kept for cost allocations, especially where research grants are concerned. Switchboard queries should be directed to Pabx ext 8000.

Please note that the University does track telephone usage and the top 20 users are identified on a regular basis. In addition, Heads can call for a breakdown of all numbers from a particular telephone line.

9.4 Janitorial Services

The Manager, Housekeeping Services controls this section.

Those needing the services of this section should give the Co-Ordinator of Central Cleaning and Janitorial Services a written notice a week beforehand so that he can plan ahead.

The Janitorial Section has the following functions:

- Removal of furniture or any other large/heavy objects or items.
- setting up tables and chairs at examination centres;
- setting up furnishing requirements for Registration, Graduation, Hall Balls and other University functions;

9.5 Central Cleaning Services

Central Cleaning Services falls under Housekeeping Services, Residential Operations Division.

The Supervisor, Central Cleaning Services is responsible to the Co-Ordinator Central Cleaning and Janitorial Services, Housekeeping Services.

The Central Cleaning Services are responsible for various buildings on campus. Departments not serviced by the Central Cleaning Service may seek advice on their cleaning operations from the Co-Ordinator Central Cleaning and Janitorial Services/Manager, Housekeeping Services..

9.6 Repairs and Maintenance of Buildings, including Electrical, Engineering and Repairs to Furniture

Full details of the maintenance services available both during normal working hours and a limited after hour's service are contained in a separate booklet entitled *Maintenance Procedures and Guidelines*. Department secretaries hold a copy and further copies can be obtained from the Estates Division.

9.7 Architectural Services

All applications for alterations or new buildings must be made through Heads of Department to the Director, Estates Division.

9.8 Insurance

9.8.1 University Insurance

The University's property, assets and staff are insured against various contingencies. Detailed information on this cover can be obtained from the Administrative Assistant, Mrs Liz Reynolds, in the Finance Division.

9.8.2 Personal Accident

The Compensation for Occupational Injuries and Diseases Act cover all staff members for accidental death or injury in the course of duty. The University has personal accident insurance for staff while on duty to supplement the compensation payable in terms of the Act.

The amount of compensation varies according to the severity of injuries. Any injury incurred while on duty should be reported to the Human Resources Division, who will advise on the procedure for claiming compensation. Medical expenses also fall under the Workmen's Compensation Act, and must be claimed from the Compensation Commissioner.

University vehicles carry comprehensive and third party insurance. If drivers have valid, unendorsed drivers' licenses they and the vehicles driven are fully covered by insurance. Staff members using their own or University vehicles on official business are expected to have valid, unendorsed drivers' licenses. Accidents must be reported as soon as possible after occurrence to the Transport Office, who will inform the Director of the Estates Division. Drivers involved in accidents are required not to admit any liability.

9.8.3 Private Vehicles Used for University Business

The University insurance policy does not, under any circumstances, cover private vehicles.

Travel allowances are not paid for official journeys in private cars unless the staff member's comprehensive policy has been suitably endorsed. Staff members who have taken out comprehensive cover through Rhodes University Group scheme are, however, automatically covered.

All accidents, however minor, involving vehicles used on University business, whether private or University vehicles, must be reported to the Transport Office, who will inform the Director of the Estates Division.

Please see the section on Transport in this chapter and the chapter on Staff Benefits and Privileges for further details.

9.8.4 Staff Member's Personal Effects Kept on Campus

The University's insurance policy covers personal effects that academic staff members must keep on University premises for their work provided that the Assets Administrator has been advised that these

are on University property. Compensation can be claimed for malicious damage, destruction or damage by fire, storm, flood, earthquake, explosion, riot (non-political) and theft, or accidental damage. There is an excess of R10 000 for each claim. The excess is the responsibility of the staff member.

9.8.5 University Equipment and Buildings

All equipment is insured for all risks, i.e. fire, water, theft and damage in any form including political riot. There is an excess of R10 000 for each claim and R200 per claim for riot damage. The Administrative Assistant, Mrs Liz Reynolds, in the Finance Division should be informed immediately of losses or damage on which there could be a claim.

9.8.6 Theft of University Funds

Fidelity insurance covers the theft of University funds by certain staff members, and a money policy covers other thefts of funds.

9.8.7 Public Liability

Cover for this is provided for accidents to the public should the University or its staff be proved to have been negligent. Accidents should be reported to the Finance Division.

9.8.8 Staff Occupying University Houses, Flats or Other Accommodation

The personal effects of staff occupying University property are not insured and the University is not responsible for any loss or damage.

9.8.9 General

All insurance policies stipulate that the person insured should take reasonable care to protect the property covered. In some cases, negligence can invalidate insurance claims. All cases of theft must be reported to the police.

Please see the chapter on Staff Benefits and Privileges for information on the University's Group Insurance Scheme.

9.9 Commissioners of Oaths

In addition to various people in town - magistrates, marriage officers, police officers, Post Office etc. - some staff in the University can act in this capacity. These staff are located in the following Divisions: The Registrar's Division, Research Office, Dean of Students Division, Cory Library, International Office, The Careers Centre, Human Resources Division, Library, Graphic Services Unit, Campus Protection Unit, Communications & Development and Sports Administration.

9.10 Counselling Centre

The Counselling Centre provides psychological support to students of the University. This includes individual psychological therapy, group therapy, life-skills workshops, self-help material and an after-hours psychological emergencies number (082 803 0177). The Centre offers crisis counselling to staff members who are experiencing a psychiatric emergency and can assist with referring these staff members to private psychologists or the psychology clinic.

The Centre is located on the top floor of the Student Union building and is open between 8:30 to 13h00 and 14h00 to 17h00 Monday to Friday.

9.11 Career Counselling

The Rhodes University Career Centre (CC) provides a career counselling, career education and career development service to students at Rhodes University. It is particularly important that *all* students use the Career Counselling and Career Development facilities regularly from First Year onwards, no matter what their degree. In particular the following services are provided –

THE RHODES CAREER DEVELOPMENT PLAN & CAREER & CAREER DEVELOPMENT COUNSELLING

- Pre-university Study & Career Choice Counselling (Grades 11 & 12) for those intending to study at Rhodes University. This must be booked well in advance on account of the preparation required for the initial Study & Career Choice Counselling meeting.
- Career Counselling. Students at Rhodes are encouraged to avail themselves of the career counselling and career development counselling services on a regular basis *and* throughout their time at Rhodes University. Prior booking *and* preparation for counselling interviews is required.
- The Rhodes Career Development Programme. This Voluntary Career Development Programme is a structured career education programme designed to assist students in their career development at

Rhodes University. It should be taken up in First Year and if attended to conscientiously will increase a students 'career literacy' and preparation for the world of work.

- A Career Library containing information on careers, employers, and other educational institutions (here and overseas).
- Assistance with study and career planning, career decision making, developing a CV (from First Year) and preparing for job interviews. A variety of career and information leaflets, books and videos are available for use by Rhodes students.
- Career Programmes – Annual Law Graduate Recruitment Programme (LGRP) in March, Career Focus Fortnight (CFF) in May, Mock Interview Programme (MIP) in May and the annual Graduate Recruitment Programme (GRP) from July – October. These are all part of the Voluntary Career Development Programme.
- Career Development Seminars and Job Search Workshops - career seminars and talks are run throughout the year – all designed to enhance students' career development and increase their career literacy, critical to being marketable on graduating.
- Career Publications. Various career pamphlets (the Career Centre Bulletin, the Career Focus Fortnight Programme, the Graduate Recruitment Programme, etc.) are produced and made available to all students throughout the academic year. These should be kept and referred to as needed.

Career development is an ongoing process which students must take full responsibility for, from First Year onwards.

The Career Centre is open Monday to Friday from:

08h00 – 12h45 and 14h00 – 16h30

To contact the Career Centre:

(046) 603-8180 during Office Hours

To locate the Career Centre:

Career Centre
Lower Ground Floor
Eden Grove Building

9.12 The Rhodes University Psychology Clinic

The Psychology Clinic is registered with the SA Medical and Dental Council as a training centre for professional psychologists, and offers a wide range of services to both students and to the general public. The professional staff consists of the Director and Deputy Director, and intern psychologist, and seven training psychologists.

The Psychology Clinic offers psychological assessments and testing, short and long-term psychotherapy and family therapy for persons experiencing emotional or interpersonal difficulties. Anxiety, depression, drug abuse, eating disorders, stress-related problems, and sexual problems, among others will receive confidential evaluation and treatment. Specialist assessment services are offered in the areas of dementia, head injury and child custody disputes. Fees are charged at half the regular rate for such services.

The clinic is situated in Rhodes Avenue (next to Campus Protection Unit). For more information the telephone numbers are 603 8502 and 636 1296/7

9.13 Legal Aid Clinic

The Legal Aid Clinic provides legal assistance to indigent people (students and members of the public) free of charge, and at the same time provides practical training of senior Law students in the implementation of the law. In addition, the clinic trains candidate attorneys who are employed there.

The Clinic will assist with most legal problems of a civil or criminal nature, as well as student disciplinary matters. The premises of the Clinic are at 41 New Street, and it is open from 08h30 to 12h45 and 14h00 - 16h30 each weekday. General consultation hours, however, are limited to 14h00 - 16h30 daily. For more information call 622-9301; telefax 622-8873.

9.14 Buying Procedures

The University's Buying Office buys furniture and equipment for academic departments and administrative divisions. All requests for purchases should be made to the appropriate Buying Officer in the Finance Division.

9.15 Graphics Services Unit

The Graphics Services Unit offers the following services:

- Compilation of maps, illustrations, logos and cartoons for publication, reports and theses
- Design of pamphlets, handouts and book or report covers
- Design and assembly and printing of conference posters (A0 size) and large wall displays
- Colour laser prints, up to A0 colour printing and laminating
- Ammonia prints of large format plans and maps
- Computer-generated 35mm slides and overhead transparencies
- Scanning and manipulation of flat-copy images
- Scanning of 35mm slides
- 35mm slides from flat copy and colour/BW prints from 35 mm slides
- Duplication of 35mm slides
- Large format BW and half-tone photography for publication
- “Roving” photographer for group photographs etc.
- Ring-binding of documents
- A small charge is levied to cover the cost of materials.

Enquiries should be directed to the staff of the Unit on extensions 8322 / 8323.

9.16 Printing and Stationery Unit

The Unit does laser copying, colour printing and copying for the University administration; Senate and Council and their committees; academic departments and recognised societies. The Printing Unit facilitates the ordering and printing of all official University documents, including but not limited to business cards, letterheads, compliment slips, invoice and order books, stores record and issue sheets and application forms. The printing unit does not do laminating, or any printing larger than A3 format, these requirements should be referred to the Graphic Services Unit.

The Stationery section of the Unit supplies all stationery stock items for use in departments. The stationery catalogue is available on their web page.

9.16.1 How to Order Printing and Stationery

Printing Unit order forms are available at the Unit. Orders must be signed by Heads of Department or authorized signatories. Staff members must ensure that departmental account code numbers are filled

in on order forms. Please note that you may submit originals both in hard copy or digitally, please contact the unit for more information. Previously ringbound, coloured paper and stapled originals are very difficult to copy; please ensure that you keep on file, loose leaf whitepaper originals of jobs which are done regularly. Assistance with design and typesetting of documents can be arranged with the DTP office at Printing. It is important to note that NO COPYING of published materials will be done without written permission from the copyright holders; this should be attached to the order form submitted. Such orders without permission documentation will be returned through internal mail.

Stationery orders are placed using inter-departmental order forms (IDO's), available from the Finance Division. Departmental accounts codes and authorizing signatures are needed. Please make out your orders for paper stock on separate IDO forms, to be sent to the paper stores. Special orders for items that do not appear in the catalogue (found on the printing unit website) may be requested by phoning the Stationery Clerk. The special order process is greatly assisted by having an example or if you can find the item in the supplier catalogues. These catalogues are available for viewing at the Unit.

9.16.2 Hours

| | Stationery | Printing |
|------------------|-------------------|--------------------------------|
| Monday to Friday | 09:00 – 12:30 | 08:00 – 12:45 14:00 – 16:30 |

9.16.3 Stationery

Staff should note the following in the interest of economy:

- Buff or used envelopes should be used for confidential internal University correspondence. If correspondence is not confidential, the letter should be folded and addressed.
- Official notepaper, memo pads or letterheads should not be given to students, student societies or sports teams for their correspondence.
- All corporate identity printing; letterheads, business cards and compliment slips, must be ordered from the Printing Unit, using a Printing Unit order form. All of these must comply fully with the Corporate Identity of Rhodes.

Cartridges for printers can be ordered from Electronic Services, except for Minolta machines which you need to order directly from Minolta. The speed dial for Minolta is 5097.

CHAPTER 10

Amenities & Facilities

10.1 Use of University Facilities

Staff members wishing to use University facilities for conferences, weddings, lectures, receptions, film shows, etc., may need to consult several administrative sections of the University.

The Registrar has overall control of facilities and arranges permission for their use. His staff allocates space and should be consulted about the availability and suitability of various venues. Residence facilities are controlled by the Wardens of the various Halls but no use may be made of any kitchen facilities without prior approval from the Manager, Catering Services.

The following guide gives information on the use of facilities:

| Type of function | Consult |
|---|---|
| Lectures or other functions requiring lecture rooms/halls | Registrar's Division – Venue Bookings can be done electronically at the following e-mail address: venuebookings@ru.ac.za |
| Conference accommodation | Conference Manager, Dean of Student's Division. |
| Equipment | Most audio-visual equipment is loaned by the Electronic Services Unit of the Department of Physics and Electronics |
| Films & videos | There are projection facilities at the Library and the Departments of Zoology and Entomology, Chemistry, Physical Education and Education, Arts Major and GLT. Liase with the department concerned. |
| Residential Operations Division (Catering Section) | Residential Operations Division. The Rhodes Club, Oppidan Dininghall and Kaif can cater for many requirements, ranging from formal meals to bar lunches, sherry parties, etc. Those wishing to use Club facilities must be members or signed in as members. The SRC and Sports Administration also have facilities and should be consulted for further information. Development & Communication Division can offer advice and assistance, particularly for conferences, luncheons, etc. Residence kitchens may be able to help on occasion. |

10.2 Sports Council Facilities

Access to the Rhodes University Sports facilities is restricted to the following people:

1. Bona fide students of the University;
2. Members of the Council;
3. Members of staff.

The following persons may purchase facility cards from the Sports Administration:

1. Wives/husbands of members of staff and their dependant children of 16 years and over;
2. Old Rhodians, their wives/husbands and their dependant children of 16 years and over;
3. Student's wives/husbands and their dependant children of 16 years and over.

10.2.1 Swimming Pool

Swimming pool cards may also be purchased from the Sports Administration by the above persons as well as their children under 16 years. Whilst all the above have access to facilities, it must be stressed that club practices, matches and competitions take priority in the use of all facilities.

Staff access to facilities is free on submission of their staff card. Their spouses and children over 16, however, must pay R20.00 for the card entitling them to the use of the facilities. Spouses of family need not purchase the facility card if they intend using the pool only - here a R10.00 pool card suffices. All applications for facility cards should be made through the Sports Administration Secretary. This card will be required to be produced on entering the swimming pool area. Cardholders may also be required to produce their facility cards on request while using any Sports Council facilities.

From 1 December to 31 January the pool will be available to all valid cardholders at the times stated below:

| | |
|----------------------------|--|
| Monday and Friday | 13:00 – 19:00 (The pool is cleaned on these mornings) |
| Tuesday to Saturday | 10:00 – 19:00 |
| Saturday and Sunday | 10:00 – 18:00 |

During the rest of the year, valid cardholders may make use of the pool only between 14:00 and 15:30 on weekdays and on Saturdays and Sundays when no time restriction applies, except when the pool is required for club activities.

10.2.2 Rhodes University Sporting Facilities

10.2.2.1 Great Field

Two rugby fields, 100m Archery Range, a cricket field, a 33m heated swimming pool, three squash courts, a rowing tank, a beach volleyball court and function room.

10.2.2.2 Prospect Field

An athletics track, an artificial hockey pitch, a cricket field, two soccer fields, and the Old Mutual Pavilion, Sports Administration Office and Sports Bar.

10.2.2.3 Alec Mullins Hall and King Field

Six squash courts, nine tennis courts, an outdoor netball / basketball court, an indoor basketball court, two indoor volleyball courts, four indoor badminton courts, an indoor climbing wall, a soccer field, a weights rooms, an aerobics hall and a martial arts dojo.

10.2.2.4 The Health Suite

The Rhodes University indoor exercise facility is situated in African Street. A fully equipped weight training facility, aerobics studio and spinning studio offering daily access to Rhodes staff, students and facility card holders. The facility is managed by a full-time staff member.

10.3 Sports and Clubs

Clubs welcome staff participation and various clubs have staff teams always looking for additional competitors. Please contact Sports Administration for guidance on how staff can join clubs and get involved in Club activity. The following sports clubs exist on campus:

| | | |
|------------|------------------------------|--|
| Aikido | First Aid | Rowing |
| Aquatics | Fly Fishing / Golf | Rugby |
| Archery | Goju Ryu | Sailing |
| Athletics | Kung fu | Squash |
| Badminton | Hockey | Soccer |
| Basketball | Mountain (hiking & climbing) | Surfing |
| Canoe | Netball | Table Tennis |
| Chess | Pool | Underwater (scuba, spear fishing, underwater hockey) |
| Cricket | Rifle | Volleyball |
| | | Tae Kwan Do |
| | | Tennis |

The following student societies, some of which welcome staff contact and participation, exist on campus:

| | |
|---|--|
| ACTIVATE | Law Students' Council |
| AIESEC (International Association of Commerce and Economics Students) | LITSOC (Literary Society) |
| Amnesty International | Methsoc (Methodist Society) |
| Astronomy Society | MSA (Muslim Students' Society) |
| ASSAMSOC (Assembly of God Society) | PASO (Pan African Students Org) |
| AZASCO (Azanian Students' Congress) | Photographic Society |
| ANSOC (Anglican Society) | Rhodes Music Radio/Reggae Music |
| Ballroom Dancing Society | ROTARACT |
| Biochemistry and Microbiology | RUPSA (Rhodes Pharmacy Students' Society) |
| Botany | RUSCO (Rhodes University Students' Community Organisation) |
| Chamber Choir | SASCO (SA Students' Congress) |
| Chemistry | SCO (Students Christian Association) |
| Choral Society | Second Hand Bookshop |
| Computer Society | SAUJS (South African Union of Jewish Students) |
| Creative Arts Society | Swazi Society |
| Debating Society | Thinking Strings |
| Democratic Society | Toastmasters |
| East African Music | VOG (Voice of Glory) |
| Electrosoc (Music) | Wine Cultural Society |
| French Society | ZIMSOC (Zimbabwe Society) |
| Geography Society | ZICUSA (Zimbabwean Cultural Students' Association) |
| Geology Society | Zoology |
| Heal the World Foundation | |
| Hellenic Society | |
| Hindu Society | |
| His People Bible School | |

For further information about societies and details of chairmen or representatives, please make contact with the Secretary in the SRC office, telephone 622-7122.

10.4 Conference facilities

Please consult the Conference Manager, Ms C Stevenson-Milln (ext 8138/5183) in the Residential Operations Division for details of facilities, bookings of venues and to discuss organisational requirements.

10.5 Communications and Development Division

This division consists of Alumni Relations and Events; Communications; Development (Fundraising) and the Graphic Services Unit. For more detail regarding each section, please visit http://www.ru.ac.za/administrative/comm_dev/

The **Alumni Relations and Events** office builds and maintains relationships between the University and its alumni. Alumni networking is facilitated through social functions, which reinforce these relationships. A number of online and print publications are also mailed to alumni during the year to keep them abreast of the University's activities and progress. Please encourage alumni to keep in touch with the University and inform the alumni office of their contact details. They can also visit the Alumni and Events section on the web (www.ru.ac.za/alumni) for more information. Phone: (046) 603 8605/8773 for alumni-related queries.

The events side of the section is responsible for organising all major University functions. These include graduation ceremonies, dinners, luncheons, award ceremonies and special events. This office organises catering, travel and accommodation for the events and, in addition, designs manages and implements programmes for national and international visitors to the University.

Phone: (046) 603 8520 for events-related queries.

The **Communications** section provides a creative communication service to the internal and external publics of the University. All media queries are channelled through this section, while news is also generated to inform both staff and the general public of interesting developments and events. Please transfer any sensitive press queries directly to the Division.

In addition, please notify the Division urgently regarding any crises on campus (for example, a student death). They will handle all media attention in such cases.

This section produces *Rhodos* the monthly staff newsletter, also available on line and is posted to ex staff members, friends of the University and alumni in South Africa.

In addition, this section moderates four e-mail distribution lists which you may use as internal communications tools:

- Toplist (e-mail toplist-l@listserv.ru.ac.za) -- for policy-related matters and important administrative messages
- Eventslist (e-mail events-l@listserv.ru.ac.za) -- for the announcement of Rhodes functions and events
- HoDlist (e-mail Hod-l@listserv.ru.ac.za) -- for channelling messages to Heads of Departments/Divisions only
- Studentnews (e-mail l.klazinga@ru.ac.za for more information) – for communicating with both undergraduate and postgraduate students

Please contact j.purdon@ru.ac.za to be subscribed to Toplist and Eventslist.

Phone: (046) 603 8513/8517 for communications-related queries

The **Development** section operates as the interface of the donor community and the funding requirements of the University. Its focus is to source and steward donors for Rhodes' priority funding needs. In addition, the Development Liaison Co-ordinator assists all Rhodes departments, divisions and affiliates to develop their own fundraising strategies and to identify donor partners.

Phone: (046) 603 8510 for development-related queries.

The **Graphics Services Unit** offers a professional design service to staff and postgraduate students of the University and to the community at large. Design services include lecture materials, posters, flyers, brochures and colour laser printing up to A0 in size. In addition the Unit offers a service for the design and compilation of books.

Phone: (046) 603 8323 for all your design requirements.

10.6 Sanatorium

The Sanatorium is run by four (4) qualified nursing sisters who attend to minor ailments, dispense medicines, render first aid and carry out procedures such as the removal of sutures, daily dressing of wounds and giving injections. HIV testing is available free - free contraception methods and

advice is available. Students are welcome to discuss their problems and these discussions are regarded as confidential.

A Medical Practitioner of the student's (if he/she is on medical aid) choice can be called out at any time if needed and procedures such as the suturing of wounds can be carried out by the doctor at the Sanatorium. Appointments can also be made for the student to see the doctor at the surgery. The student is responsible for the medical practitioner's charges and for the cost of prescribed medicines from local pharmacies.

There are 16 beds for in-patients suffering from infectious diseases or ailments such as flu, tonsillitis, gastroenteritis and for those recovering after surgical procedures. It is also a haven for those suffering from stress, anxiety and depression. This in-patient facility is available free to students in residence and at a nominal fee to Oppidans.

The Sanatorium can be reached from Lucas Avenue (the road up to the Monument) or from the car park behind Oriel House.

The Clinic is open for out-patients during the following times, but there is a sister on duty or on call 24 hours a day so emergencies can be dealt with at all times, day and night, as well as during weekends

| Daily clinic times | Weekdays | Weekends / Public Holidays |
|--------------------|---------------|----------------------------|
| | 08:30 – 12:30 | 09:30 – 12:30 |
| | 14:00 – 17:30 | 14:00 – 17:30 |

Telephone: 603-8523 (all hours)

GUIDELINES FOR STAFF MEMBERS TO OBTAIN MEDICAL TREATMENT FROM THE SANATORIUM

- 10.6.1 The facilities of the Rhodes University Sanatorium are available to all permanent, contract and temporary staff members.
- 10.6.2 Staff attending the Sanatorium will be charged appropriate rates for the service. This service will be deducted from staff's salaries. The rate for seeing a doctor is 55% of that of the doctor's fee charged to the University while the rate for seeing a SAN sister is 15% of that of the doctor's fee.

Support Staff need to complete a form in order to obtain medical treatment from the Sanatorium.

This form is available at the following link:

<http://www.ru.ac.za/administrative/hr/PermissionToUseSanatorium.doc>

10.7 Campus Protection Unit

The Campus Protection Unit is responsible to the Director Estates Division for security on campus. This section also helps to maintain order and supervise student behaviour on campus.

The Campus Protection Office is in Rhodes Avenue next to Hobson House and is open 24 hours a day including the Christmas shut down period. Campus guards patrol the campus round the clock and are in radio communication with the office. A Duty Officer is also available on call at all times. Escorting of staff and students on campus is carried out at night by the Guards. Please call the Unit if this service is required.

All emergencies, requests for assistance, cases of theft or other crimes on campus should be reported to Campus Protection as soon as possible (telephone 6038146 or 6038147). Police and emergency services or standby technicians will be called by the Campus Protection Unit if necessary.

Please note that the most common crime on campus is theft and often it is carelessness that contributes to the ease of these thefts and it is often impossible to trace the perpetrators. Staff are urged to take common sense precautions to safeguard their personal and University property by keeping valuables under lock and key. Remember it takes only a few seconds to walk into an unlocked office take something and walk out again. Always keep in mind that other people will invariably get to know where you keep your bag or cash etc.

All found property should be handed in to Campus Protection Office where it will be recorded in a found property book and labelled accordingly. Where owners can be traced they will be notified. Unclaimed items are given to Hospice after six months.

The Campus Protection Unit also issues staff parking disks which allows staff members to park in the areas reserved for staff parking.

10.8 The University Chapel of St Mary and All the Angels

The Chapel is a centre for Christian worship of all denominations and a committee consisting of the Vice-Chancellor and the Bishop of Grahamstown or their deputies controls its use. The Registrar acts for them, and the following rules apply to the use of the Chapel:

- 10.8.1 A society or group of Christians wishing to use the Chapel must apply to the Registrar. Applicants must state the purpose for which the Chapel will be used. The name of the person responsible for seeing that the Chapel is left locked and in good order after use must be given. Bookings can be made either for a particular occasion or for regular use.
- 10.8.2 The organ may be used for practice with the permission of the Head of the Department of Music and Musicology.
- 10.8.3 Baptisms, Weddings, Funerals and other Occasional Offices: The following rules must be observed:
- The discipline of the denomination concerned must be respected.
 - The permission of the local minister of the denomination concerned must be obtained.
 - The Chapel may only be used by those closely connected with the University or former members of the Training College.
 - The name of the officiating minister must be supplied.
 - The name of the person who will ensure that the Chapel is locked and in good order after use must be supplied.
- 10.8.4 Those wishing to use or view the Chapel when it is normally locked should apply to the Registrar.
- 10.8.5 Cleaning before and after Weddings is the responsibility of the user. Confetti is not allowed.
- 10.8.6 Parking space is limited. On special occasions one or two cars can be parked under the trees near the Chapel. Parked cars must not block the road running up to and past the Chapel.

It is expected that those who use the Chapel will make a donation to the Chapel Fund.

10.9 Rhodes University Museum

The museum collects memorabilia of the University and the Grahamstown Training College. Enquiries should be directed to the Cory Library.

10.10 Rhodes University Theatre Complex

The Drama Department is housed in a theatre complex comprising the Rhodes University Theatre (seating 370), which is a fully equipped proscenium arch theatre with flying facilities and an M24 computerised lighting board. Adjacent to this is The Box an experimental performance space (seating 150). Both the Theatre and The Box are used by visiting professional companies and during the National Arts Festival.

CHAPTER 11

Staff Associations & Unions

11.1 Representation on Senate Committees

The Nominations Committee makes recommendations to Senate about representation on Senate committees. The committee considers all members of Senate and those lecturers who have indicated to the Registrar (in response to an annual circular) that they are interested in serving on specific committees.

The following Senate committees are open to membership by non-Senate members of the academic staff:

- Academic Freedom
- Constitution
- Donor's Benefactors
- Editorial Board
- Examinations
- Financial Aid
- Gender Action Forum
- Heraldry Honorary Degrees
- Hugh Kelly Fellowship
- Hugh Le May Fellowship
- Information Technology
- Joint Physical Planning Research
- Joint Research
- Library
- Orientation Week
- Student Services Council
- Teaching and Learning Committee
- Theatre Management
- Timetable
- Visiting Lecturers' Fund

The Committee Booklet for 2008 can be found at the following link:

<http://www.ru.ac.za/administrative/registrar/forms/committeebooklet.pdf>

11.2 Staff Unions

11.2.1 National Tertiary Education Staff Union (NTESU)

The National Tertiary Education Staff Union (NTESU) was launched in February 1997 as an initiative to afford real negotiating presence and powers to tertiary education sector staff members. The union aims to provide a policy discussion and representational base to these staff members. NTESU's motto of "Unity in tertiary education" is suggestive of the union's desire to be constructive and creative in contributing to the character, effectiveness and efficiency of Higher Education institutions. NTESU is registered as a trade union affording the organisation a legally recognised position in the negotiating forum on subsidies, salaries and other workplace issues. NTESU is an unitary union registering members with, and paying subscriptions to, its national office. A locally elected Branch Committee deals with your day-to-day workplace issues and provides representation in disciplinary, grievance, retrenchment and other areas as well. You are encouraged to support NTESU - the assumption that you will never be subject to retrenchment or disciplinary action may be instrumental in your being subjected to arbitrary management decisions. As recruitment slogan NTESU uses "Need a voice - Join Us".

11.2.2 National Education, Health and Allied Workers Union (NEHAWU)

NEHAWU is a recognised union that represents staff members (other than those in the Catering section) on Grade I to V, and all staff members in the Catering sections on Grade SS0I to SS04, who are in full-time employment, with employment related issues.