

**PROTOCOL FOR THE**

**Recruitment and** **Selection of an Assistant-House Wardens**

1. **Background**

Assistant House Wardens are a relatively new type of post at Rhodes University and were created to assist House Wardens in very large residences such as Jan Smuts- & Atherstone House.

This protocol will be integrated with the Recruitment and Selection (R&S) Policy for Hall and House Wardens when it is next updated.

2. **Commencement of the R&S process**

The process for filling a vacancy for a post of Assistant-House Warden will normally commence as soon as a resignation is received. This process is therefore different to that of filling a House Warden position.

In the event of a resignation or termination in the first 6 months of appointment, the post should then be offered to the second appointable candidate from the initial recruitment process.

3. **Selection Committee**

When a particular Assistant-House Warden vacancy becomes available, the Selection Committee shall be convened and shall include:

* the relevant Hall Warden (Chair);
* the relevant House Warden;
* House Senior Student (failing which a member of the House Committee);
* one Sub-Warden, nominated by the sub-wardens in the relevant house.

The Recruitment and Selection of staff is one of the most important human resource activities of the University. Anyone participating in this process, is expected to execute their responsibilities in this regard with due care.

*4.* **Recruitment**

Given that there is likely to be a number of staff or students who are may be suitable for the post, the post will be advertised internally. The position of Assistant-House Warden is open to both current staff (permanent and contract) and students across campus, who may apply for the post, subject to their being eligible for this post (see section 5).

Advertising will take place on the Rhodes’ job site (<http://www.ru.ac.za/jobs/studentjobs/subwardeningorwardening/>), StudentZone as well as an advert on institutional electronic media e.g. top-list.

*5.* **Selection**

5.1 The selection of the Assistant-House Wardens shall be against the job profile for this post. Employment equity considerations will apply.

5.2 Certain individuals and/or applicants for employment will not be considered for the post of Assistant House Warden by Rhodes University, as follows:

* Those not employed at Rhodes or who are not a student of Rhodes University;
* Any member of staff whose most recent probation report identified performance problems (including work behaviours) which need to be addressed. Such staff members need to demonstrate competence and appropriate work behaviours in their current job before being considered for similar posts in the institution. This ensures that performance problems are dealt with timeously and appropriately by the relevant managers/HoDs. Where performance problems are due to incapacity, such members of staff may apply for posts which do not have similar job requirements to their current post;
* Any member of staff who is facing an incapacity hearing will not be considered for employment for similar posts. Similarly, those who have been dismissed for incapacity will not be considered for similar posts unless evidence of having addressed the reasons for incapacity can be provided. Such members of staff may, however, apply for posts which do not have similar job requirements to their current post. Where such a staff member applies for a post similar to that from which they were dismissed for reasons of incapacity, the applicant will be asked to provide information concerning how such incapacity has been addressed;
* Any person whose main job at the University involves considerable after hours work and/or that the person travels out of town, involving overnight stays on a fairly regular basis;
* Any member of senior administrative management i.e. support staff at grade 18 and higher whose posts are considered part of senior management;
* A Dean of the University;
* Any person in a post where there is a substantive conflict of interest between their Wardening role and that the execution of their full-time job, where this conflict of interest cannot be reasonably managed. This would usually include staff in posts where they are responsible for the management and allocation of resources and services to the residence system and/or for critical decisions related to the residence system
* Any person in a post where the perception of a conflict of interest exists between the Wardening job and the execution of their full-time job such that this perceived conflict of interest constitutes a reputational risk for the institution.

5.3 The selection process shall consist of a candidates completing a Warden’s application form and CV, short-listing process on the basis of this documentation, where after referees’ reports are solicited and the interview conducted.

 Prior knowledge must be handled appropriately as follows: only after the short-listed candidates have been identified, only dealing with relevant prior knowledge, giving candidates an opportunity to challenge the prior knowledge and ensuring fairness to other applicants and individual concerned.

5.4 All selection data gathered data shall be considered in making a selection decision.

The decision on whom to appoint involves:

* looking at and discussing all the evidence collected (from all selection techniques) for each candidate;
* recording in writing the reasons why any persons interviewed were not recommended for appointment;
* choosing the individual who will contribute to the diversity of the Hall and of the Hall Wardens collective. Where such diversity considerations cannot be satisfied, then preference will be given to the appointment of individuals from identified designated groups; and
* making the final decision on whom to recommend for appointment.

A recommendation for appointment shall be supported by a simple majority of the members of the Selection Committee present.

Should the Committee still not be able to reach a decision, the Director of Human Resources or his/her designate will be asked to consider the evidence and make a recommendation to the Committee, usually at a subsequent meeting.

Should the Committee still remain dead-locked the Chair shall have the final say in the appointment.

*6.* **Concerns Regarding the Fairness of the Process**

Approval of the recommendation will be subject to the majority of the members of the Selection Committee and the member of the Human Resources Division Section agreeing that the selection process followed for the filling of the post was fair and that legal and University policy requirements were met and that no person on the Committee has substantive concerns.

All members of the Selection Committee will be required to sign the Minute recording the recruitment and selection process followed.

Should there be any concerns about the process followed, these concerns should be documented in the minute. Any member of the Committee has the right to ask that concerns are documented in the minute.

Should there be any concerns raised by a committee member that an unfair labour practice has taken place, the matter shall be referred immediately to the Director of Human Resources or a representative. Where there is evidence of any problem/s, the Director of Human Resources or the nominated representative will conduct an investigation. The process or recommended appointment will be kept on hold until the matter has been resolved.

*7.* **Approval**

The Selection Committee's recommendations are approved by the Director of Human Resources.

**Last updated: 9 October 2014**