



RHODES UNIVERSITY

APPOINTMENT AGAINST ACADEMIC LEAVE FUNDING

Please take note of the following information and then supply the required details in order to facilitate the appointment of a temporary lecturer:

- 1. This form should be used for all requests for appointment of staff against Academic Leave Funding
2. Academic leave funding is approved a year in advance as part of the Academic Leave budgeting process.
3. If you are unsure as to what funding was made available in respect of Academic Leave, you may contact your HR Generalist for this information;
4. A copy of the individual's ID/passport needs to be submitted together with the Updated CV.
5. If the person who is to be appointed is a FOREIGN NATIONAL the visitor will need to be in possession of a WORK PERMIT before ANY WORK can be done! Please refer to the guidelines for employing foreign nationals at: http://www.ru.ac.za/humanresources/academicstaffmatters/forthehod/temporaryteaching
6. The payroll deadline dates need to be observed in requesting payments against Academic Leave funds;
7. New lecturers will be required to attend the New Lecturer's Orientation that is facilitated by the Centre for Higher Education Research, Teaching & Learning (CHERTL) at the beginning of the year.
8. Please give the HR Division at least five working days to process all requests for appointments; and
9. Please contact the HR Generalist dealing with your Department for all your queries or requests.

Table with 2 columns and 12 rows for appointment details including department name, academic names, contact details, foreign national status, employee numbers, and working hours.

Total remuneration (In terms of the letter of approval sent to the Department)		
Payment Options	Monthly remuneration	
	Once-off payment	
	Payment of Travel, Subsistence & Accommodation	
	Honorarium	
Is this person at all likely to make use of transit accommodation?		

Employment Equity: For completion by the HOD:

Recommendation for appointment: in line with the employment equity initiatives and strategies of the University, have you sought to appoint a <u>Black</u> candidate?	YES, but I have been unable to find anyone suitable. Please outline what has been done in this regard:	YES, a recommendation has been made in line with this.
Where you have been unable to appoint a Black candidate, have you sought to appoint a candidate from <u>other designated groups</u> ?	YES, but I have been unable to find anyone suitable. Please outline what has been done in this regard:	YES, a recommendation has been made in line with this.

Any other considerations			
Please sign:	HOD NAME: _____ HOD SIGNATURE: _____ Date: _____		
For HR Office Use Only – To Be Completed by the HR Generalist I			
Job Title		New or Existing Position [Yes/No]	
If Existing, Indicate Position Code as per VIP		Full Cost Centre Number	
<i>I declare that the above information in this application/ request has been carefully assessed and it is correct.</i>			
Signature of HR Generalist I		Date:	