



## DEPUTY VICE-CHANCELLOR FOR TEACHING AND LEARNING

### JOB DESCRIPTION

#### 1. MAIN PURPOSE OF THE JOB

The Vice-Chancellor (VC), the three Deputy Vice-Chancellors (DVCs) and the Chief Operations Officer (COO) together constitute the Office of the Vice-Chancellor. They share a number of authorities and representative functions. They provide strategic leadership to the university and are overall responsible for all operational management.

#### 2. EXECUTIVE FUNCTIONS AND THE SENIOR LEADERSHIP GROUP

The VC, DVCs and COO have line function responsibility for other members of the Senior Leadership Group (SLG) viz. the Registrar, the Deans, the Executive Directors and some Directors. Although each DVC is appointed in the first instance to oversee particular functions, these may change over the course of time at the VC's discretion.

#### 3. KEY STRATEGIC ROLES OF ALL DVCs

- 3.1 As members of the executive, DVCs actively support the VC in the leadership and management of the University. This includes:
- Overseeing policy development and implementation within the institution
  - Providing academic leadership and planning in the areas of teaching and learning, research and innovation, and social responsiveness
  - Promoting transformation and supporting the achievement of equity targets in the student and staff profiles, and provide leadership in the transformation of the institutional culture
  - Overseeing the effective management of the University's operations, administration, planning, finances, human resources and facilities
  - Optimising the overall quality of the student experience
  - Interfacing between the Council, Senate and executive management to ensure accountability with respect to financial and strategic governance as well as the university's core academic functions
  - Fostering collegial and participatory internal governance through the committee system.
  - Managing risk and quality assurance
  - Recruitment of senior staff in all sectors
  - Developing and maintaining high-level linkages and partnerships with external partners, including government, science councils, local and international universities, alumni, business and local communities, and foundations and donors (fundraising)
- 3.2 With responsibility for particular portfolios, Executive Directors, Directors and/or Deans, the DVCs ensure the effective implementation of the University's vision and strategic plans as appropriate to those portfolios and departments.
- 3.4 As a member of the Office of the Vice-Chancellor, the DVC performs various representative and ceremonial functions.
- 3.5 The above functions are clustered into four DVC portfolios. As the grouping of functions may change over time, DVCs are appointed with a view to their generic strengths at senior university

executive level and their ability and willingness to take on a wider range of portfolios than just the one currently being filled.

#### **4. KEY RESPONSIBILITIES FOR THIS DVC PORTFOLIO**

In addition to the above generic responsibilities shared by all DVCs, this post has specific responsibility for:

- Developing strategic and operational plans in respect of his/her portfolio
- Developing, implementing and monitoring programmes and progress towards the teaching and learning goals in the university's strategic plan and national plan for Higher Education with the aim of enhancing the quality and success rate of UCT's graduates
- Line function support and oversight of Deans of the faculties and Director of Graduate School of Business (GSB)
- Promoting the use of technology in education and the advancement of online learning
- Oversight of academic planning, including the future size and shape of the university and enrolment planning
- Oversight of resources required for the effective delivery of teaching and learning, including, libraries, timetabling and space
- Oversight of quality assurance and quality promotion by the Institutional Planning Department of all university departments
- Developing, supporting and monitoring progress of curriculum initiatives which respond to transformation imperatives in the university and wider society
- Developing, implementing and monitoring initiatives/programmes which promote the scholarship of teaching and learning

The following report to this DVC:

- Dean - Centre for Higher Education Development
- Deans of six faculties
- Director of the Graduate School of Business
- Director – Institutional Planning Department
- Executive Director – Libraries

#### **5. QUALIFICATIONS AND EXPERIENCE**

A doctoral degree would generally be required and the ideal candidate will ideally be someone who fulfils most of the following criteria:

- 5.1 Has experience in a senior leadership role in an academic institution
- 5.2 Has an established academic track record
- 5.3 Has demonstrated a track record managing a complex portfolio, or running a unit of reasonable size
- 5.4 Has a successful record of leadership and team work
- 5.5 Has experience in strategic thinking and operationalizing such thinking into plans and projects
- 5.6 Has an understanding of the challenges in the higher education arena in SA
- 5.7 Has an understanding of the operations and affairs of a university environment
- 5.8 Has experience in areas of teaching and learning, innovative course and programme design, academic development and support
- 5.9 Is familiar with current trends in curriculum development, including but not limited to issues such as coloniality and intersectionality related discourses
- 5.10 Has experience with digital scholarly resources, online learning and technology
- 5.11 Has experience in addressing manifestations of inequality within higher education institutions

- 5.12 Has a deep understanding of other dimensions of inequality and discrimination including race, gender, sexuality, disability

## 6. DESIRABLE SKILLS AND PERSONALITY CHARACTERISTICS

- 6.1 Capable in both developing strategy and operationalizing strategy into plans and projects
- 6.2 Ability to mobilise and inspire others towards shared goals
- 6.3 A high level of personal motivation, energy and enthusiasm
- 6.4 Resilient and the ability to work effectively under pressure
- 6.5 Approachable, flexible and change-oriented
- 6.6 Exceptional communication skills, and warm, open interpersonal style
- 6.7 Can operate confidently and sensitively across cultures and other divides

## APPOINTMENT AND SERVICE CONDITIONS FOR DEPUTY VICE-CHANCELLORS

### 1. Appointment Conditions

The initial term of appointment of a Deputy Vice-Chancellor (DVC) is for five years, unless there are special circumstances.

There is no limit to the number of contract renewals, which are subject to performance assessments, institutional need and the formal procedures for the renewal of DVCs. Any renewal would normally be for a period not exceeding five years, but could be longer if the University Council decides, particularly where this would take the incumbent to normal retirement age.

Where a DVC is recruited from outside the University, the Vice-Chancellor (VC) may, after consulting the successful candidate, recommend to a duly constituted professorial selection committee that the DVC-designate be offered a substantive academic position which he or she would be entitled to assume after successfully completing his or her term(s) as a DVC, should this occur prior to retirement age.

### 2. Leave

A DVC is entitled to 26 working days annual leave and accumulates study and research leave at a rate of one month for every year of service as a DVC.

### 3. Provident Fund and Medical Aid

Membership of a provident fund and medical aid scheme is compulsory. A member of staff who is covered by his or her spouse's/partner's medical aid may be excused from this requirement, provided a certificate of membership is received from the spouse's or partner's medical aid proving membership.

### 4. Bonus

In November of each year, a 13<sup>th</sup> cheque is payable equal to 1/13<sup>th</sup> of the Benefit Amount or a pro-rata amount if you have not served for a full year in that year by 31 December. (The Benefit Amount is 70% of the Cost of Employment.)

### 5. Staff Tuition Rate

DVCs may be eligible to receive the staff tuition fee rate; this is usually 25% of the standard tuition fee rate. Further information can be obtained from our website at [http://www.hr.uct.ac.za/hr/benefits/remuneration/staff\\_tuition\\_rates](http://www.hr.uct.ac.za/hr/benefits/remuneration/staff_tuition_rates)

### 6. Relocation

Reasonable travel and removal expenses, if applicable, are payable on appointment.

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