

## **University of Cape Town: Employment Equity Policy**

**As approved by Council, December 2006**

1. It is recognised that employment equity is essential to the University's mission. Diversity in the University's staff complement adds immense value to the educational experience of both a diverse student population and to the institution as a whole. Our Employment Equity Policy strives to build a diverse, high quality staff profile throughout the University as well as an academic staff profile which is predominantly South African, but which also includes international scholars. At the same time, the University's desire to be international should not be used as a mechanism to avoid the objectives and obligations of employment equity.
2. In advancing employment equity, we recognize and respect the right to both dignity and self-determined identity. Accordingly, and where possible given the requirements of prevailing legislation, we will uphold the rights of individuals not to be publicly categorized by race, gender or disability against their will.
3. The university recognizes its obligations in terms of the Employment Equity Act, and understands that the primary purpose of the legislation is to advance transformation through setting targets for achieving equity in staffing, and by monitoring progress in achieving these targets by reporting aggregated appointments in terms of the Designated Groups specified by the Act. The University therefore recognises that specific measures are required to achieve equity in the employment of designated groups, namely, Africans, Coloureds, Indians, women and persons with disabilities, and to appoint and promote persons from these sub-groups, in accordance with the University's employment equity plan.
4. The University will strive to provide opportunities for black people, women and persons with disabilities to become equal competitors for every post on its establishment.
5. The University recognises that the criteria for appointment are academic and professional excellence, and that any candidate recommended must meet the requirements for the appointment in question.
6. Consistent with principles of employment equity, the University is committed to reviewing on an ongoing basis all its policies and related procedures to ensure alignment with its employment equity policy. This will be done to identify practices, whether formal or informal, which have either a favourable or a detrimental effect on the hiring, retention, development and promotion of members of designated groups.
7. Using the University's recruitment policy and procedures as a framework, every reasonable effort will be made to appoint suitable internal and external candidates from the designated

groups to vacant positions. To make the University's recruitment strategy an effective tool for employment equity, the focus of the strategy will strive to be proactive and long term, rather than reactive and short-term. Hence, succession planning will be used, and an attempt must be made to identify the potential of internal and external candidates from the designated groups, with a view also to providing appropriate education and skills development opportunities.

8. In a transformed society, the staff profile of the University should broadly reflect appropriate South African demographics while, at the same time, including people of other nationalities who bring the expertise and leadership that contributes to the work of a university located in Africa. The immediate aim of the University is to ensure the development of a critical mass of Black staff, with an equitable representation of women and people with disabilities, at all levels.
9. The University Council will approve a plan to achieve employment equity. The University's Employment Equity plan will set the numerical targets which each faculty and PASS department will strive to reach during each year of the plan. These numerical targets will be derived from an analysis of both the constraints and opportunities for redress that will impact on the achievement of the University's employment equity objectives.
10. The Vice-Chancellor and the senior leadership with executive accountability are responsible for ensuring that an employment equity plan has been developed for their faculty or department, and that its implementation is monitored by an employment equity forum (or transformation committee) within their faculty or department. The convenor of each faculty or PASS department's employment equity forum (or transformation committee) must report to their respective managers who have executive accountability.
11. The responsibility for implementing this policy and achieving the goals of the employment equity plan rests with the Vice-Chancellor, Deputy Vice-Chancellors, Deans, the Registrar, Executive Directors and Directors of PASS departments, and will be evaluated in individual performance objectives. The responsibility for monitoring equity will primarily rest with these individuals, but progress will be reviewed twice per year by the Deputy Vice-Chancellor nominated by the Vice-Chancellor, and the Executive Director (Human Resources), who in turn will report to Senate and Council.
12. The Vice-Chancellor and the senior leadership with executive accountability are responsible for consultation, and for communicating this policy, the employment equity plan, staffing plans and programmes designed for the accelerated development or advancement of designated groups, to all employees within their respective faculties or departments. The progress made in terms of the employment equity plan must be communicated to all employees and the wider UCT community.
13. In terms of legislative requirements, a consultative forum of all relevant stakeholders will meet quarterly to monitor the overall progress made by the University in achieving its employment equity objectives and implementing employment equity plans. This forum – the Joint Consultative Forum on Employment Equity – will report its views to the Vice Chancellor via the Deputy Vice Chancellor with responsibility for transformation, and will advise the Vice-

Chancellor on measures that may be desirable to meet the objectives of the university's Employment Equity Plan.

14. The University Council will receive regular reports on the implementation of the employment equity plan, and it will review the policy and the plan in the light of these on a regular basis.
15. This policy should be read in conjunction with the Procedures for Implementation of Employment Equity, as determined by the Vice Chancellor. 