DEPUTY VICE-CHANCELLOR FOR TEACHING AND LEARNING

JOB DESCRIPTION

1. MAIN PURPOSE OF THE JOB

The Vice-Chancellor (VC) and the four Deputy Vice-Chancellors (DVCs) together constitute the Office of the Vice Chancellor. They are appointed with the express confidence of Senate and Council and 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 and DVCs 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 a member of the executive layer of the University’s leadership and management, DVCs actively support the VC in the leadership and management of the University.

3.2 With responsibility for particular portfolios, Executive Directors, Directors and/or Deans, the DVC ensures the effective implementation of the University’s vision and strategic plans as appropriate to those portfolios and departments.

3.3 As a member of the Office of the Vice-Chancellor, the DVCs support and guide the following portfolios:

- Providing academic leadership and planning in the areas of teaching and learning, research and innovation, and social responsiveness;
- Overseeing the effective management of the University’s operations, administration, planning, finances, human resources and facilities;
- Optimising the overall quality of the student experience;
- Interacting with external partners, including government, science councils, local and international universities, alumni, business and local communities, and foundations and donors (fundraising);
- Promoting transformation;
- Managing risk and quality assurance.

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 PERFORMANCE AREAS FOR ALL DVCS**

All DVCs are all expected to:

4.1 Promote integrated administration and management that supports the attainment of the mission and goals of the University.

4.2 Oversee policy development and implementation.

4.3 Assist the VC to interface 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.

4.4 Foster collegial and participatory internal governance through the committee system.

4.5 Line-manage senior staff including Deans, Executive Directors and Directors.

4.6 Play a leading role in the recruitment of senior staff in all sectors.

4.7 Contribute to National Higher Education policy development and public intellectual life in general.

4.8 Support the achievement of equity targets in the student and staff profiles, and provide leadership in the transformation of the institutional culture.

4.9 Facilitate inter-faculty collaboration and cross-university activities.

4.10 Help ensure that inter-institutional regional collaboration is fostered and facilitated.

4.11 Lead in producing high-level linkages and partnerships with other institutions, organisations and communities and promote greater collaboration in identified programs between the University and communities in Cape Town and the wider Western Cape.

5. **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.
- Monitoring and promoting improvement in the quality of teaching and learning.
- 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.
- Oversight of resources required for the effective delivery of teaching and learning, including Properties and Services, Libraries, Information and Communication Technology Services, timetabling and space.
- Oversight of quality assurance and quality promotion of processes 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 and support the scholarship of teaching and learning.

The following report to this DVC:

- Dean - Centre for Higher Education Development
- Director – Institutional Planning Department
- ED - Properties and Services (subject to change)
- ED – Finance (subject to change)
- ED – Information and Communication Technology Services
- ED – Libraries
6. 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:

6.1 Has experience in a senior leadership role in an academic institution.
6.2 Has an established academic track record.
6.3 Has demonstrated a track record managing a complex portfolio, or running a unit of reasonable size.
6.4 Has a successful record of leadership and teamwork.
6.5 Has experience in strategic thinking and operationalizing such thinking into plans and projects.
6.6 Has an understanding of the challenges in the higher education arena in SA.
6.7 Has an understanding of the operations and affairs of a university environment.
6.8 Has demonstrated familiarity with current trends in curriculum development, including but not limited to issues such as coloniality and intersectionality related discourses.
6.9 Has experience in areas of teaching and learning, innovative course and programme design, academic development and support.
6.10 Has experience in digital scholarly resources, online learning and technology.
6.11 Has experience in addressing manifestations of inequality within higher education institutions.
6.12 Has demonstrated a deep understanding of other dimensions of inequality and discrimination including race, gender, sexuality, disability and sense of alienation currently felt by students and staff.

7. DESIRABLE SKILLS AND PERSONALITY CHARACTERISTICS

7.1 Capable in both developing strategy and operationalizing strategy into plans and projects.
7.2 Ability to mobilise and inspire others towards shared goals.
7.3 A high level of personal motivation, energy and enthusiasm.
7.4 Resilient and the ability to work effectively under pressure.
7.5 Approachable, flexible and change-oriented.
7.6 Exceptional communication, persuasive and interpersonal skills.
7.7 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 13th cheque is payable equal to 1/13th 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://hr.uct.ac.za/remunbenefits/studyass.php#staff.

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