



FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

HEADS OF DEPARTMENT COMMITTEE: TERMS OF REFERENCE

1. DEFINITIONS

1.1 Heads of Department Committee

The Heads of Department Committee of the Faculty of Economic and Management Sciences.

1.2 Chairperson

The Dean of the Faculty or a nominated representative.

1.3 Faculty

The Faculty of Economic and Management Sciences.

1.4 Faculty Board

The Faculty Board of the Faculty of Economic and Management Sciences.

1.5 Participating Departments

The nine Academic Departments within the Faculty:

- Department of Accounting
- Department of Auditing
- Department of Business Management, including the Division of Communication Management
- Department of Economics
- Department of Financial Management
- Department of Human Resources Management
- Department of Marketing Management, including the Division of Tourism Management
- Department of Taxation
- School for Public Management and Administration.

1.6 University

The University of Pretoria.

2. MANDATE

The Heads of Department Committee advises the Faculty Board and functions as a decision-making forum for the Faculty, on strategic and operational matters on:

- Community engagement matters.
- Human Resource related matters
- Industry and stakeholder related matters
- Infrastructure, finance and risk management related matters
- Research and Postgraduate related matters
- Strategic and operational decisions
- Student related matters
- Teaching and Learning matters

These decisions are aimed at the strategic positioning of the Faculty by ensuring that the academic standards and operations of the Faculty meet the quality requirements and strategic goals of the University of Pretoria, the relevant professional bodies as well as the private and public sectors.

3. COMPOSITION OF THE HEADS OF DEPARTMENT COMMITTEE

3.1 Voting members

- 3.1.1 The Dean
- 3.1.2 The Deputy Dean: Research and Postgraduate Studies
- 3.1.3 The Deputy Dean: Teaching and Learning
- 3.1.4 The nine Heads of Academic Departments in the Faculty or their officially nominated representatives.

3.2 Non-Voting members

- 3.2.1 The Faculty Manager
- 3.2.2 Assistant Director: Student Administration
- 3.2.3 The Human Resource Business Partner
- 3.2.4 Co-opted members when the need arises
- 3.2.5 The Secretary.

4. MEETINGS OF THE HEADS OF DEPARTMENT COMMITTEE

The Heads of Department Committee meets 11 times per year, once a month, from January until November of each year on the dates as agreed upon at the beginning of the year. The Chairperson may schedule *ad hoc* interim meetings when necessary. An ordinary majority of the voting members present take part in the decision-making. A quorum will consist of at least seven (7) voting members. At meetings where voting is required, every voting member has one vote. In case of a tie, the Chairperson will have the deciding vote.

5. FUNCTIONS AND OPERATIONS OF THE HEADS OF DEPARTMENT COMMITTEE

5.1 Faculty Board

The Heads of Department Committee advises the Faculty Board and functions as a decision-making forum for the Faculty, which includes decision on the following:

- Academic matters
- Ethical considerations
- Financial, audit and risk related matters
- Human Resources
- Infrastructure
- Operational matters relating to the Faculty
- Quality assurance
- Research matters
- Strategic planning and other strategic matters relating to the Faculty
- Teaching and Learning matters
- The performance of the Faculty
- Transformation
- Undergraduate and postgraduate student matters.

5.2 Faculty Committees

The following Faculty Committees report to the HOD Committee:

- Diversity and Inclusion Committee
- Postgraduate Committee
- Research Committee
- Research Ethics Committee (Sub-committee of Senate)
- Teaching and Learning Committee

These committees provide the HOD Committee with information and recommendations to make informative and strategically effective decisions.

6. THE DISSOLUTION OF THE HEADS OF DEPARTMENT COMMITTEE

The composition of the Heads of Department Committee can be adjusted or the Committee could be dissolved in the event of:

- Restructuring or closure of the Faculty
- A decision by the Faculty Board and/or Executive Management of Senate.