

**UNIVERSITY OF KWAZULU-NATAL
COMMITTEE CHARTER**

Name of Committee:	INSTITUTIONAL FORUM		
Purpose statement:	To advise Council on issues affecting the University		
Date approved/reviewed:	January 2012		
A: Structure			
Membership and terms of office:			
ex officio:			
elected:	2 members of Management, elected by Management 2 members of Senate, elected by Senate 2 academic representatives from each College 5 representatives of the support staff, 1 from each College and 1 from the Support Sector	Term of office: 3 years 3 years 3 years 3 years	Alternates: 1 1 1 1 each
appointed:	2 members of Council 2 Union representatives, appointed by the Unions 2 student representatives, appointed by the CSRC 2 external member of Convocation, appointed by Convocation Executive	3 years 3 years 1 year 3 years	
in attendance (non-voting):	Registrar, as Secretary		
Chair:	elected by the Forum from the academic (College) or support staff representatives		
Quorum:	a majority of members		
Minimum number of meetings:	4 per annum		
B: Authority			
Terms of reference:	<p>In terms of the Statute, the Institutional Forum advises Council on issues affecting the University including</p> <ul style="list-style-type: none"> • the implementation of the Act and the national policy on higher education; • race, gender and equity policies; • the selection of candidates for Senior Management positions; • codes of conduct, mediation and dispute resolution procedures; • fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching, research and learning; • the language policy of the University <p>In order to fulfil this mandate, the Institutional Forum shall:</p> <ol style="list-style-type: none"> 1. Review, and monitor the implementation of, all policies relating to equity and transformation, and make recommendations to the appropriate bodies; 2. Review, and monitor the implementation of, all procedures 		

	<p>relating to mediation and dispute resolution, and make recommendations to the appropriate bodies;</p> <ol style="list-style-type: none"> 3. Receive statistics, reports and plans on an annual basis to enable it to measure the effectiveness of such policies and procedures; 4. Make recommendations to Senate and Council in respect of a code of conduct for all members of the university; 5. Develop strategies to promote an institutional culture of tolerance, respect, collegiality; 6. Oversee the work of the University Languages Board; 7. Review, and monitor the implementation of, all policies relating to the selection of Senior Management; 8. Elect a representative to serve on the Senior Appointments Committee.
Reports to:	Council
Receives recommendations from:	
Refers matters to:	Staffing Committee, Senate
Delegated authority held:	
C: Operation¹	
Agenda approved by:	Chair
Agenda distributed to:	Members
Draft minutes approved by:	Chair
Minutes distributed to:	Members, EMC, innerweb
Chair's Circular to contain:	not applicable
Functions or agenda items to be considered at specific meetings (year plan):	
Other relevant meeting procedures:	

¹ Any variations to the Rules and Standard Operating Procedures are to be recorded in the Charter