

**RATIONALIZATION OF DATES FOR STATUTORY
APPOINTMENTS, PROMOTIONS AND RETIREMENT FROM
THE SERVICE OF THE UNIVERSITY**

THE COUNCIL of the University at its 221st Meeting held on November 22, 2012 considered and approved the rationalization of the Dates for Appointments to Statutory Offices of the University; Effective Dates for Promotion of Senior Members of the University; and, Dates of Retirement from the service of the University. These changes are aimed at streamlining all key University activities and programmes in order to bring them in line with the current University Calendar. To this end, the following shall apply:

1.0 Statutory Appointments

All Appointments to Statutory Offices of the University, unless otherwise stated, shall take effect from **AUGUST 01** and terminate on **JULY 31**;

2.0 Status of Current Statutory Office Holders

In keeping with the above, all Officers currently holding Appointments to Statutory Offices of the University with Terms of Office expiring after July 31, 2013 shall have their **TERMINAL DATES** reckoned as **JULY 31** of the year in which the Appointment is expected to expire;

3.0 Promotion of Senior Members

The Effective Date for Promotion of Senior Members of the University shall be **AUGUST 01**, reckoning from the Date of submission of Application;

4.0 Retirement from the University

The Retirement Date for Members of Staff from the service of the University shall be **AUGUST 01**, reckoning from the Date of Birth of the affected Staff;

5.0 Appointment Date for a Pro Vice-Chancellor

The Date of Appointment of a Pro Vice-Chancellor of the University shall be from **OCTOBER 01 to SEPTEMBER 30**. This is to safeguard and ensure a smooth transition and continuity in the event of a change and/ or vacancy in the Office of the Vice-Chancellor.

6.0 Effective Date

These changes take effect from **AUGUST 01, 2013**.

7.0 Transitional Provisions

The above changes notwithstanding, the following Transitional Provisions shall apply:

7.1 2013 Retirements from the University

All Members of Staff who have been duly notified of their retirement and are due to retire from the service of the University in 2013 shall retire on **OCTOBER 01, 2013** as stated in their respective Letters;

7.2 Post - Retirement Contract Appointments for 2013

For the purposes of streamlining Applications for 2013 Post Retirement Contract Appointments effective **AUGUST 01, 2013**, the months of **AUGUST** and **SEPTEMBER 2013** shall be considered as specially dispensed paid leave for staff retiring on **October 01, 2013**;

7.3 Statutory Office Holders with 2013 Expiry Dates

Officers already holding Appointments to Statutory Offices of the University with respective Terms of Office expiring on **SEPTEMBER 30, 2013**, shall vacate their respective Offices in accordance with the Dates stipulated in their respective Letters of Appointment - **SEPTEMBER 30, 2013**.

7.4 Effective Date for New Pro Vice-Chancellor

The Term of Office of the Current Pro Vice-Chancellor expires on **DECEMBER 31, 2012**. In line with the new developments, the New Pro Vice-Chancellor shall assume duty on **JANUARY 01, 2013** and complete the Term of Office on **SEPTEMBER 30, 2014**.

REGISTRAR