



## **Terms of Reference for the National Coordinating Committee for the National Framework for Enhancing Academics as University Teachers**

### **1. Background**

- a. The Minister of Higher Education and Training approved the National Framework for Enhancing Academics as University Teachers (NFfEAUT) in November 2018.
- b. The NFfEAUT was developed by representatives from universities and was extensively consulted in the sector.
- c. The NFfEAUT is implemented as part of the University Capacity development Programme (UCDP).
- d. The purpose of the Framework is to ‘guide collective efforts throughout the higher education system to promote academics’ abilities, and recognition, as teachers through improved coordination and integration, greater collaboration and consistent and equitable access to opportunities at different stages of their professional careers.’
- e. The Framework document indicated that a ‘national coordinating committee will be needed to advise on implementation of the Framework at national level and on monitoring its implementation at other levels. The committee should include representatives of DHET, CHE, USAf and HELTASA as well as nominated university representatives. It should have clear terms of reference endorsed by the leadership of the organisations represented on it.’
- f. The Terms of Reference for the committee are laid out in this document.

## **2. Name of the Structure and Participating Organisations**

- a. The National Coordination Committee for the NfFEAUT, hereinafter referred to as the NCC, is a coordinating committee comprising of high-level representatives involved in teaching development, from universities and other national organizations.
- b. Representatives are nominated by their institutions or organisations and are expected to be involved in the leadership of teaching development work at the institutions/organisations.
- c. The following organizations are represented in the committee:
  - All 26 public universities
  - Department of Higher Education and Training (DHET)
  - Council on Higher Education (CHE)
  - Universities South Africa (USAf)
  - Higher Education Teaching and Learning South Africa (HELTASA)
- d. In addition to the above, project managers of all national projects that are implemented, as part of the implementation of the NfFEAUT will also participate in the NCC.

## **3. Status and Functions of the National Coordinating Committee**

- a. The NCC is a coordinating committee that oversees and guides the implementation of the NfFEAUT at national level and monitors its implementation at institutional level.
- b. The NCC will be chaired by the chairperson of the Executive Management Committee (EMC), described below.
- c. The NCC will propose national projects that should be taken forward as part of the implementation of the NfFEAUT.
- d. The NCC will assist with the review of national project proposals aligned to the NfFEAUT and advise the DHET on their approval for funding.

- e. The NCC will receive and review progress reports from national projects that are being implemented as part of the NFfEAUT and will advise where adjustments and improvements need to be made.
- f. The NCC will seek to ensure alignment between NFfEAUT activities that are being implemented at institutional levels and those that are being implemented at national level.
- g. NCC members will serve as in-house champions in support of the implementation of the NFfEAUT at institution/organisation level.
- h. The NCC will elect a chairperson. It will then elect an Executive Management Committee (EMC), comprising at least seven members. The NCC chairperson will also chair the EMC.
- i. The NCC will meet at least twice a year.
- j. Costs of meeting attendance for representatives will be covered by the representatives' institution. The interest earned on UCDP funds at the institution can be used for this purpose.

#### **4. Status and functions of the EMC**

- a. The EMC will be made up of seven members, appointed by the NCC, from the membership of the NCC.
- b. The EMC will take direction from and report to the NCC.
- c. The primary task of the EMC will be to act as the implementing arm of the NCC and take forward any actions approved by the NCC.
- d. A first task of the EMC will be to develop an operational plan and budget for the operations of the NCC, for submission to the DHET through the university at which the chairperson of the EMC is based. The operational plan and budget should be aligned to the second cycle of the UCDP.

- f. The operational plan must be approved by the Director-General, DHET.
- g. Operational funds will be allocated as an earmarked UCDP collaborative grant to be managed through the university at which the chair of the EMC is based, with the chairperson of the EMC serving as the project manager for the funds at the university.
- h. The university will be expected to submit an annual narrative and financial report to the DHET which clearly shows how the funds are utilized. The funds will be externally audited as part of the overall UCDP funds at the university.
- i. The EMC will meet at least four times a year.
- j. Costs of participating in the EMC will be covered by project funds.

**5. Term of Office and Dissolution**

- a. NCC members serve by virtue of their nomination by their respective institutions/ organization until such time the member elects to leave or is replaced by the institution/organisation.
- b. Replacement members must be nominated by the respective institution/organization.
- c. The NCC may only be dissolved with consent of at least 50% of the represented organizations.

**Appendix 1: Composition of the National Coordinating Committee and Contact Details of Members**

Organisation	Name and title	Contact details (email and telephone number)