

HEMIS Institute 11 & 12 August 2016

Staff issues discussed

1. Personnel categories

- It is important to remember that to be classified as Category 1 Instruction/Research professional a staff members need to spend at least 50% of their time on teaching and/or research
- It is important to note that Deans are typically classified as Executive management professionals unless they spend more than 50% of their time on teaching and/or research. The same applies for Directors of Schools.

2. Calculation of FTE staff

- The calculation of FTEs for Permanent staff is normally not a problem as it based on the proportion of the year that they were in service, e.g. if they were in service for 9 months the FTE is $9/12=0,75$.
- The calculation of FTEs for temporary staff can be problematic as it can be based on time, payroll or a combination. Where available, preference should be given to time and payroll should only be used when time is not available. Where possible, the time should be calculated where possible, for example on the average time to grade a paper and this should then be used rather than the payroll.
- DHET is in process of procuring a new software developer and one of their tasks will be the updating of the Valpac help files this will also require the updating of the Valpac Glossary out which will elaborate in the aspect above.
- Where possible, institutions should include the number of hours in appointment contracts.

3. Audit of staff qualifications

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- Although the highest qualification is not required for staff in other personnel categories than Instruction/Research professionals, institutions may report qualifications for the other personnel categories but this doesn't need to be audited.
- Only the qualifications for permanent Instruction/Research professionals need to be audited for the DHET APP.

4. Foreign nationals

- Foreign nationals may in certain cases be classified as scarce skills.
- Home Affairs do not regard lecturers as a scarce skill BUT the discipline in which they are teaching or doing research may be a scarce skill.

5. Permanent/Temporary classification

- The staff member must be correctly coded as permanent or temporary as this impacts on the calculation of the number of permanent staff with PhDs for the APP. The DHET acknowledged that in many instances now the senior

management staff may not be on the universities pension fund as they are on 5 year contracts, however if the universities deem them to be permanent staff members then this must be recorded as such.

- It is important to ensure and report the number of academics per discipline correctly as it is required for the table 3.7 (not heads but FTEs).
- Because many staff members are appointed on contract, these should also be included to ensure correct FTEs are reported.

6. Race and Gender

- It is important to report Race and Gender of staff correctly.
- The NGAP process will also look at equity issues.

7. Permanent residents

- DoL with DHA will investigate the permanent residency of staff and this may be required in future possibly similar to students.

8. HR audit

- For auditing of staff, the ID documents play a crucial role and should be on record at institutions, in the absence of this there should at least be a contract for the staff member.
- In the case of foreign nationals other ways to confirm race and gender and nationality should be in place at institutions.
- For confirmation of qualifications of academic staff, including temporary staff, copies of qualifications should be on record at institutions.

9. Raising HEMIS staff issues at RAEI workshop

Greg Saunders offered to raise the HEMIS staff issues that were raised at the HEMIS Institute at the Remuneration Association Educational Institutions (RAEI) Workshop on behalf of the delegates attending the HEMIS Institute.