

8.15 Head of School Appointments

Overview

Each School within the University has a 'Head of School' who is normally appointed from amongst the existing Academic staff, and whose role is to manage the School.

Policy

- 8.15.01** The Head of School will be accountable to the Executive Dean of the Faculty for providing management of the academic, administrative, physical, financial and human resources of the School.
- 8.15.02** The accountabilities for Heads of Schools are listed in **8.15A** *Head of School - Position Description*.

Term of Appointment

- 8.15.03** The position of Head of School is a fixed-term appointment of normally three years in the first instance.
- 8.15.04** Heads of Schools are eligible to reapply for further terms.

Eligibility

- 8.15.05** Normally, the Head will be appointed from amongst eligible Academic staff of the School.
- 8.15.06** The Head will normally be appointed from staff at Level D or E. When an appointment cannot be made from staff at Level D or E, consideration will be given to either appointing a Level C staff member or to advertising the position externally as a continuing appointment at Level D or E.
- 8.15.07** The Executive Dean in consultation with the Vice-Chancellor may determine that the position will be filled in conjunction with an externally advertised position.

Remuneration

- 8.15.08** The Head of School Allowance will be as follows:
- \$10,000 for a school for a school 25 or fewer FTE staff,
 - \$12,500 for a school with 26 to 44 FTE staff, and
 - \$15,000 for a school with 45 or more FTE staff.

Note that this includes Academic, General and externally funded staff who are employed staff members of the School.

- 8.15.09** The allowance may be taken as either:
- a payment into their Academic Pursuits Fund;
 - OR

as a cash payment plus 17% superannuation. (A separate Unisuper account may be required)

OR

A combination of the above

The election is made at the commencement of the appointment and may be changed on an annual basis, at the request of the staff member.

Other Benefits

- 8.15.10** Heads of School carry a 50% academic workload in addition to their Headship responsibilities. Depending on their teaching and other duties associated with their substantive position, the School will be allocated up to \$20 000 annually from the faculty budget to cover the remaining 50% workload. The level of support will be negotiated between the Head of School and the Executive Dean.
- 8.15.11** A faculty research grant, of up to \$5000, will be provided annually to enable Heads of School to remain active in research and /or scholarship.
- 8.15.12** Heads of School are entitled to take six months Study Leave after serving a three-year term as Head in accordance with *Study Leave – Academic Staff* policy. Study Leave for Heads of School may not be taken during their three year term unless exceptional circumstances can be demonstrated.

Performance Review

- 8.15.13** The Executive Dean will undertake an annual goal-setting and performance review with the Head of School in relation to duties associated with the Headship, in addition to those relating to the staff member's substantive academic position within the School.

Selection Process

- 8.15.14** Prior to the position of Head of School becoming vacant, the position will be advertised within the Faculty. All reasonable attempts will be made to distribute the information to all eligible Academic staff, including those on official leave.
- 8.15.15** The closing date will be four weeks from the date of advertisement.
- 8.15.16** All documentation relating to the application process will be coordinated through the Executive Dean's Office.
- 8.15.17** In their application, applicants will be required to address the Selection Criteria as set out in **8.15A** *Position Description – Head of School*.
- 8.15.18** The Selection Committee for Head of School will consist of:
- Executive Dean (Chair)
 - Another Head of School from the Faculty

Three elected staff members from within the School, at least two of whom are Academic.

- 8.15.19** The Executive Dean will ensure that there is an appropriate gender balance and will have the delegation to co-opt additional members to effect this.
- 8.15.20** The EEO Officer may be invited by applicants or the committee to attend meetings as an observer.
- 8.15.21** In Schools where more than one discipline is represented, at least two disciplines should be represented on the committee.
- 8.15.22** The elected staff representatives will consult with school members about the applicants for the Head of School position.
- 8.15.23** Secretarial assistance to the Selection Committee will be provided by the Faculty.
- 8.15.24** The Vice-Chancellor has authority to approve the appointment based on the recommendation of the Selection Committee.
- 8.15.25** The Selection Committee will interview short listed candidates.
- 8.15.26** The Selection Committee will provide a written report, identifying the person to be recommended to the Vice-Chancellor for appointment.
- 8.15.27** On approval of the Vice Chancellor, the report and successful application will be forwarded to Human Resource Services who will be responsible for:
- formally advising the successful applicant;
 - recording the decision in the HRMIS (Alesco); and
 - updating the staff member's personal file, and the Head of School position file.
- 8.15.28** The Chair of Selection Committee will be responsible for advising and counselling unsuccessful applicants.
- 8.15.29** Unsuccessful applications should be retained for twelve months and then destroyed as per the University's document disposal schedule.

Further Information

Manager, Establishment & Recruitment ext. 3971

Manager, Remuneration, Benefits & Systems ext. 3496

Related Documents

8.15A Position Description – Head of School

Last approval details:

Approved Vice-Chancellor:	21 December 2004
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