

9.05 Professorial Appointments

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Overview

The University's Selection Process has been developed to ensure that all appointments are based on merit. Appointments are made in accordance with the relevant University policies (e.g. Equal Employment Opportunity), and on the basis of an assessment of the suitability of candidates. Such assessment takes into account the nature of the duties to be performed and the candidates' abilities, qualifications, experience, and academic profile.

Policy

- 9.05.1** Selection must be based on merit in relation to the selection criteria.
- 9.05.2** Selection criteria must not be varied by the Selection Committee.
- 9.05.3** Candidates must not attend seminars by other candidates.
- 9.05.4** The University reserves the right not to make an appointment and to invite applications from appropriate persons.
- 9.05.5** Discretion to accept late applications rests with the Chair.
- 9.05.6** No offer of employment will be made unless the person has been interviewed by the Selection Committee.

Selection Committee Membership

- 9.05.7** Membership of a Selection Committee will normally comprise the following:
 - Vice-Chancellor or nominee (Chair);
 - Relevant Pro Vice-Chancellor and Dean;
 - Chair or Deputy Chair of the Academic Board;
 - Head of School;
 - UNE Professor (or another senior academic) from the discipline/field nominated by the Pro Vice-Chancellor and Dean after consultation with the School;
 - Member of Council who is not an employee or student of the University;
 - Non-UNE Professor from the discipline/field co-opted by the Vice-Chancellor after consultation with the Head of School; and
 - One additional person may be co-opted at the discretion of the Vice-Chancellor.

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- 9.05.8** The membership of the Committee shall be determined by Council on the recommendation of the Vice-Chancellor.
- 9.05.9** There will be a quorum of six people and a gender representation of at least two men and two women.
- 9.05.10** The Vice-Chancellor, following consultation with the Pro Vice-Chancellor and Dean, may replace a member of the Committee who, due to exceptional circumstance, is unable to participate.
- 9.05.11** When a Committee member becomes aware of a conflict of interest, in the form of a personal or pecuniary interest or involvement with a candidate, he or she must immediately notify the Chair of the Selection Committee. Such a member is disqualified from serving on the Committee
- 9.05.12** No person who has seen the applications of candidates may withdraw from the Committee and become a candidate.
- 9.05.13** Candidates will be advised of the membership of the Selection Committee.
- 9.05.14** It is strongly recommended that at least two members of the Selection Committee have completed the 'Selecting the Best' program.

Confidentiality

- 9.05.15** Selection Committee members are bound by a confidentiality requirement. This applies equally during and after the selection process is completed and includes applications, referee names and reports, shortlisting, interviews, discussions and deliberations.
- 9.05.16** Only one nominated member of the Selection Committee (normally the Chair) shall provide feedback to candidates. The information provided must accord with the Selection Committee report.
- 9.05.17** A breach of University policy by an employee may lead to disciplinary action being taken against that employee.

Procedures

Establishment of position

- 9.05.18** Approval to establish a professorial position is given by the Vice-Chancellor on the recommendation of the Pro Vice-Chancellor and Dean after consultation with the Head of School. Funding of new positions must be approved by the Chief Operating Officer.
- 9.05.19** The following documents must be submitted, electronically and in hard copy to Human Resource Services:
- Completed Request to Advertise form, including justification for position and cost benefit analysis
 - Draft position statement, including potential performance criteria
 - Draft advertisement (refer to Advertising Style 9.02b)
 - Draft selection criteria

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- 9.05.20** On the Vice-Chancellor's approval, the documentation listed above will be forwarded to the Secretary to Council for Council approval.
- 9.05.21** On Council approval, the documentation will be forwarded to Human Resource Services for processing.

Selection Criteria

- 9.05.22** A formal statement of the selection criteria for the position should be developed with input from the School/Centre and be consistent with the Level E Position Classification Standard. Selection Criteria must be finalised prior to advertisement of the position, as the advertisement must be consistent with and reflect the criteria.

Shortlisting

- 9.05.23** The Vice-Chancellor, or nominee, will establish an internal Shortlisting Sub-Committee. The members of this Committee will normally comprise:
- Vice-Chancellor or nominee (Chair);
 - relevant Pro Vice-Chancellor and Dean;
 - Chair or Deputy Chair of the Academic Board; and
 - Head of School
- 9.05.24** There will be gender representation on the Shortlisting Sub-Committee.
- 9.05.25** The Shortlisting Sub-Committee will receive:
- this policy and procedure document;
 - the advertisement, selection criteria and any additional information on the position;
 - the University's EEO policy; and
 - all applications.
- 9.05.26** The **Shortlisting Sub-Committee** will be responsible for:
- reviewing applications against the selection criteria for the position;
 - identifying those candidates for whom referees' reports should be sought;
 - identifying a shortlist for interview; and
 - preparing a report with details of the specific selection criteria that non-shortlisted candidates failed to meet. The report must be in a form that would enable feedback to be released to unsuccessful candidates if so requested and, therefore, should not compare candidates against each other.

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The Sub-Committee may canvass potential candidates who may not have applied.

- 9.05.27** Following the Shortlisting meeting, Human Resource Services will advise all candidates of the outcome. Shortlisted candidates will be advised of the interview and seminar date and the seminar topic.
- 9.05.28** This process may be supported by use of an executive search firm.

Referee Reports

- 9.05.29** Following the Shortlisting meeting, the Chair, or nominee, will seek referees' reports prior to the scheduled interview date. Referees' reports will be made available to all members of the Selection Committee.

Communication with the School

- 9.05.30** The Head of School will ensure that shortlisted candidates have the opportunity to meet with key staff of the School on an informal group basis or individually. The Head of School should ensure that, through these meetings, candidates become familiar with the accommodation, infrastructure and administrative support in the School and Faculty as well as School and Faculty plans and key research activities.
- 9.05.31** Academic staff from the School may subsequently convey their views individually and/or collectively to the Selection Committee through the Committee members from the School or by email to the Chair directly. In either case, confidentiality shall be scrupulously observed. The Selection Committee will take these views into consideration.

Selection

- 9.05.32** The selection process will include the invitation to shortlisted candidates to present a seminar on an agreed topic. This seminar must take place prior to the interview with the Selection Committee and be open to the University community.
- 9.05.33** Candidates must not attend the seminars of other candidates.
- 9.05.34** Selection Committee members should attend all seminars. Where this is not possible, Selection Committee members should not attend any seminar.
- 9.05.35** All Committee members should be involved in the process of formulating questions for the interview. Core questions are to be asked of each candidate. The purpose is to ascertain whether the candidate meets the selection criteria. Selection criteria may require more than one question.
- 9.05.36** The **Selection Committee** will be responsible for:
- Reading all documentation provided;
 - interviewing candidates;
 - assessing each candidate's appointability against the selection criteria;

ranking the appointable candidates; and
stipulating probation requirements, if any.

Appointments

- 9.05.37** The Vice-Chancellor, or nominee, as Chair of the Selection Committee, may advise, in confidence, all candidates of the status of their candidature.
- 9.05.38** The Vice-Chancellor will instruct Human Resource Services to prepare a formal offer of appointment for the selected candidate.
- 9.05.39** Council will be advised that an offer has been made and will be provided with a summary of the Selection Committee's report, together with a summary CV of all appointable candidates.
- 9.05.40** When the offer has either been accepted or has lapsed, council will be informed of the outcome before any announcement is made.
- 9.05.41** Only the Director, Human Resource Services, or the Vice-Chancellor, or authorised nominee, has the authority to make offers of employment.