

9.05 Professorial Appointments Policy

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Rationale and Scope

This policy applies to all appointments at Professorial level, including Head of School and Centre Director. 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.

Principles

This policy is based on principles of equity, procedural fairness, transparency of administrative processes, and accountability.

Definitions

For the purposes of this policy, the following definitions apply:

Head of School means Head of Cost Centre, such as Head of School and Centre Director. For Head of School or Director selection processes, Head of School means next in line manager.

Pro Vice-Chancellor and Dean means, where relevant, senior executive officer.

School also means other organisational units and centres to which academic appointments are made, such as the Oorala Centre, the Teaching and Learning Centre, and UNE research centres.

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.
- 9.05.7** The selection process may be supported by use of a recruitment/search firm, as and when approved by the Vice-Chancellor. On these occasions, the professional relationship between the recruitment/search firm and the Selection Committee is entirely confidential. The firm will manage and coordinate the recruitment aspects of the appointment (should they be responsible for the successful candidate's application). It will provide the University with appropriate final documentation for the relevant position and successful applicant so as to ensure detailed, accurate documentation may be prepared and kept in relation to the appointment.

Selection Committee Membership

- 9.05.8** Membership of a Selection Committee will normally comprise the following.
- Chair, appointed by the Vice-Chancellor
 - relevant Pro Vice-Chancellor and Dean (PVC/D)¹;
 - Chair or Deputy Chair of the Academic Board;
 - relevant Head of School;²
 - UNE Professor (or another senior academic) from the discipline/field nominated by the Pro Vice-Chancellor and Dean after consultation with the School;
 - non-UNE Professor from the discipline/field co-opted by the Vice-Chancellor after consultation with the Head of School;
 - a member of Council may be selected at the discretion of the Vice-Chancellor;³

¹ In the case of a non-Faculty position, the relevant senior executive officer

² For Head of School appointments, a cognate Head of School will be nominated by the PVC/D

³ For Head of School appointments, a member of Council may be selected at the discretion of the Chancellor.

- 9.05.9** For positions open to non-academic candidates, an additional external non-academic representative may be nominated by the PVC/D after consultation with the School.
- 9.05.10** The membership of the Committee shall be determined by the Vice-Chancellor on the advice of the Chair. One additional person may be co-opted at the discretion of the Vice-Chancellor.
- 9.05.11** The membership of the shortlisting committee shall be determined by the Chair of the Committee.
- 9.05.12** There will be a quorum of five people and normally a gender representation of at least two men and two women.
- 9.05.13** The Chair, following consultation with the Head of School, may replace a member who is unable to participate. For Head of School appointments, the Chair will consult with the Pro Vice-Chancellor and Dean.
- 9.05.14** When a Committee member becomes aware of a conflict of interest, in the form of a personal or pecuniary interest or other involvement with a candidate, he or she must immediately notify the Chair. Such a member may be disqualified from serving on the Committee.
- 9.05.15** No person who has seen any application for the position may withdraw from the Committee and become a candidate.
- 9.05.16** Candidates will be advised of the membership of the Selection Committee.
- 9.05.17** It is strongly recommended that at least two members of the Selection Committee have completed the 'Selecting the Best' program.

Confidentiality

- 9.05.18** 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, School feedback, discussions and deliberations.
- 9.05.19** Only nominated member/s of the Selection Committee (normally the Chair) shall provide feedback to candidates. The information provided must accord with the Selection Committee report.
- 9.05.20** A breach of University policy by an employee may lead to disciplinary action being taken against that employee.

Procedures

Establishment of position

Approvals

- 9.05.21** Approval to establish a professorial position is given by the Vice-Chancellor on the recommendation of the Pro Vice-Chancellor and Dean/senior executive officer, after consultation with the Head of School.
- 9.05.22** Funding of new positions must be approved by the Chief Operating Officer.

Process

- 9.05.23** The following documents must be submitted electronically to Human Resource Services (HRS):
- Request to Establish a New Position (where relevant);
 - Request to Advertise form – including proposed Selection Committee membership;
 - draft advertisement (refer to Advertising Style 9.02b);
 - draft position statement and selection criteria.
- 9.05.24** After consultation with the Chair, the documentation listed above will be checked for accuracy and completeness in HRS, then forwarded, with the recommendation of the relevant senior officers, to the Vice-Chancellor for final approval of the new professorial position.
- 9.05.25** On the Vice-Chancellor's approval, the documentation will be returned to HRS for processing.

Selection Criteria

- 9.05.26** The Head of School will prepare a list of selection criteria for the position. It must be consistent with the Level E Position Classification Standard.
- 9.05.27** Selection Criteria must be finalised prior to drafting an advertisement for the position, to ensure consistency.

Shortlisting

- 9.05.28** The membership of the Shortlisting Committee shall be determined by the Chair of the Committee.

- 9.05.29** The Shortlisting Committee will receive:
- this policy and procedure document;
 - the advertisement, selection criteria and any additional information relating specifically to the position;
 - the University's EEO policy; and
 - all applications.
- 9.05.30** The Shortlisting Committee will be responsible for:
- reviewing applications against the selection criteria for the position;
 - identifying a shortlist for interview; and
 - preparing a report with details of the specific selection criteria shortlisted candidates' applications met and 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.
- 9.05.31** The Shortlisting Committee may canvass potential candidates who may not have applied.
- 9.05.32** Following the shortlisting meeting, HRS will advise all candidates of the outcome. Shortlisted candidates will be advised of details of the interview and seminar.

Referees' Reports

- 9.05.33** Following the Shortlisting meeting, and prior to the scheduled interview date, HRS will normally seek referees' reports. The Chair, or nominee, may obtain a report by direct contact. Referees' reports will be made available to all members of the Selection Committee via electronic transfer.

Communication with the School

- 9.05.34** The Head of School will ensure that shortlisted candidates have the opportunity to meet with key staff of the School. 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.
- 9.05.35** 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. The Selection Committee will take these views into consideration.

Selection

- 9.05.36** The selection process will include the invitation to shortlisted candidates to present a seminar on an agreed topic.
- 9.05.37** The seminar must take place prior to the interview and will be presented to the Selection Committee. Seminars will normally be open to the University community.
- 9.05.38** Selection Committee members will normally attend all seminars.
- 9.05.39** Committee members will normally be involved in the process of formulating questions for the interview. These questions are to be asked of each candidate. Supplementary questions which are not identical may be asked. The purpose is to ascertain whether the candidate meets the selection criteria.
- 9.05.40** The Selection Committee will be responsible for:
- reading all documentation provided;
 - interviewing candidates;
 - assessing each candidate's appointability against the selection criteria;
 - ranking candidates; and
 - considering the waiver of mandatory academic staff probation requirements.

Appointments

- 9.05.41** The Chair of the Selection Committee will normally advise the preferred candidate of the Committee's recommendation. Such advice is in confidence.
- 9.05.42** HRS will submit the Selection Committee report, signed by the Chair, to the Vice-Chancellor for approval.
- 9.05.43** On the Vice-Chancellor's approval, HRS will prepare a formal offer of appointment for the preferred candidate.
- 9.05.44** On the acceptance of an offer of appointment, Council will be advised and provided with the appointee's summary CV. When the offer has either been accepted or has lapsed, Council will be informed of the outcome before any announcement is made.
- 9.05.45** Only the Director of HRS or the Vice-Chancellor, or authorised nominee, has the authority to make offers of employment.

Further information:

Professorial Appointments – Academic Services Unit, HRS, ext. 3612 or 3417

Head of School Appointments – Director or Deputy Director, HRS, ext. 2100 or 3496