

8.14 Professorial Appointments

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Overview

The University's Selection Process has been developed to ensure that all staff appointments are based on merit. 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, taking into account: the nature of the duties/tasks to be performed and the candidates' abilities, qualifications, experience, and academic profile that are relevant to the performance of the functions of the positions.

Policy

- 8.14.1 Selection must be based on merit in relation to the selection criteria.
- 8.14.2 Selection Committee members are bound by a confidentiality requirement.
- 8.14.3 Selection criteria must not be varied by the Selection Committee.
- 8.14.4 Candidates must not attend seminars by other candidates.
- 8.14.5 No appointment will be recommended to the Council unless the person has been interviewed by the Selection Committee.

Selection Committee Membership

- 8.14.6 Membership of a Selection Committee will normally comprise the following:
 - The Vice-Chancellor or nominee (Chair);
 - A Pro Vice-Chancellor, nominated by the Vice-Chancellor
 - Executive Dean of the Faculty;
 - Chair or Deputy Chair of the Academic Board;
 - The Head of School (if not a candidate)
 - A UNE Professor (or where appropriate a senior academic) from the discipline/field nominated by the Executive Dean after consultation with the School.

A member of Council who is not an employee or student of the University;

A non-UNE Professor from the relevant discipline/field co-opted by the Vice-Chancellor after consultation with the Executive Dean; and

One additional person may be co-opted from outside the University at the discretion of the Vice-Chancellor.

- 8.14.7** The membership of the Committee shall be determined by Council on the recommendation of the Vice-Chancellor.
- 8.14.8** There will be a quorum of six people and a gender balance with at least two men and two women.
- 8.14.9** The Vice-Chancellor, following consultation with the relevant Executive Dean, may replace a member of the Committee who, due to illness, resignation or other exceptional circumstance, is unable to participate. The Vice-Chancellor will inform the Council of the change.
- 8.14.10** At the commencement of the meeting, Committee members will be required to declare any personal or pecuniary interest or involvement with any candidate. Any member whose participation may cause a conflict of interest must disqualify themselves from the process.
- 8.14.11** No person who has seen the applications of candidates may withdraw from the Committee and become a candidate.
- 8.14.12** Any applicant, upon request, is to be advised of the membership of the Selection Committee.
- 8.14.13** It is strongly recommended that at least two members of the Selection Committee have completed the 'Selecting the Best' program.

Confidentiality

- 8.14.14** The deliberations of the Selection Committee and the views of its individual members are not to be disclosed to any person outside the selection process and must remain confidential. This principle applies to applications, referee names and reports, shortlisting, interviews, discussions and deliberations. This applies equally during and after the selection process is completed.
- 8.14.15** 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.
- 8.14.16** A breach of University policy by an employee may lead to disciplinary action being taken against that employee.

Procedures

Establishment of position

- 8.14.17** Approval to establish a professorial position is given by the Vice-Chancellor on the recommendation of the Executive Dean after consultation with the Head of School. Prior to forwarding to the Vice-Chancellor for approval, the Chief Financial Officer must first approve the funding of the position.
- 8.14.18** The following documents must be submitted, electronically and in hard copy to the **Responsible Office**¹.
- Justification for the position, including a cost/benefit analysis and details of total salary package
 - Draft position statement, including potential performance criteria
 - Draft advertisement (refer to Advertising Style **9.02b**)
 - Draft selection criteria
 - Completed Request to Advertise form
- 8.14.19** On the Vice-Chancellor's approval, the documentation listed above will be forwarded by the **Responsible Office** to the Secretary to Council for Council approval.
- 8.14.20** On Council approval, the documentation will be forwarded to the Establishment and Recruitment section of Human Resource Services for processing.

Selection Criteria

- 8.14.21** 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. Such criteria will normally include professional excellence and leadership in research and scholarship, teaching and service and management qualities or potential (eg. budget management, strategic planning, quality assurance, etc.).
- 8.14.22** Selection Criteria must be finalised prior to advertisement of the position, as the advertisement must be consistent with and reflect the criteria.
- 8.14.23** The University reserves the right not to make an appointment and to invite applications from appropriate persons.

¹ **Responsible office** – currently Office of the Secretariat – under review

- 8.14.24** Where appropriate, the advertisement and position description will specify the expectation that the appointee may be called upon to serve a term as Head of School.

Applications

- 8.14.25** Candidates may submit their application either electronically or in hard copy. The University is under no obligation to accept applications received after the advertised closing date. Discretion to accept late applications rests with the Chair.

Shortlisting

- 8.14.26** The Vice-Chancellor may select an executive search firm to search and screen potential candidates or may establish an internal Shortlisting Sub-Committee. The members of an internal Shortlisting Sub-Committee will normally comprise:

- The Vice-Chancellor or nominee (Chair);
- The Executive Dean of the relevant Faculty;
- Chair or Deputy Chair of the Academic Board; and
- The Head of School

- 8.14.27** If there is not a gender mix on the sub-committee, another member of the Selection Committee must be included to provide a gender mix.

- 8.14.28** The **Shortlisting Sub-Committee** will receive a copy of:

- this policy and procedure document;
- the advertisement, selection criteria and any additional information on the position;
- the University's EEO policy; and
- all applications.

- 8.14.29** The **Shortlisting Sub-Committee** will be responsible for:

reviewing applications and nominations against the selection criteria for the position;

canvassing for potential candidates who may not have applied or have been nominated;

identifying those candidates for whom referees' reports should be sought; and

identifying a short list for interview for report to the full Selection Committee.

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.

- 8.14.30** Following the Shortlisting meeting, the **Responsible Office** will advise all candidates of the outcome. Shortlisted candidates will be advised of the interview and seminar date and the seminar topic.

Referee Reports

- 8.14.31** Following the Shortlisting meeting, the **Responsible Office** 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

- 8.14.32** Part of the selection process should 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.
- 8.14.33** 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 one-on-one. 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.
- 8.14.34** 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 email the Chair directly. In either case, confidentiality shall be scrupulously observed. The Selection Committee will take these views into consideration.

Selection

- 8.14.35** The **Selection Committee** will be responsible for:
- assessing the shortlisted candidates;
 - where possible, attending all seminar presentations;
 - interviewing candidates.
- 8.14.36** 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 applicant meets the selection criteria. Selection criteria may require more than one question.

Appointments

- 8.14.37** The Vice-Chancellor, as Chair of the Selection Committee, may advise, in confidence, the person of first choice that his/her name will be put before the Council for approval. The Vice-Chancellor may also advise, in confidence, the person or persons not of first choice about the status of their candidature. Other than this action, the outcome of the Committee's deliberations will remain confidential until after the Council has resolved that an appointment is to be offered to a particular person and that person has accepted in writing.
- 8.14.38** The Selection Committee, taking into account all the information available to it, will identify the person to be recommended by the Vice-Chancellor to the Council for appointment. The Vice-Chancellor may advise Council of another person (or persons, in order of preference) in the event that the person of first choice declines the invitation to accept appointment.
- 8.14.39** The **Responsible Office**, through the Secretary to Council, will provide Council with a summary of the Selection Committee's report, together with a summary CV of the preferred candidate.
- 8.14.40** On Council approval a formal offer of appointment will be prepared by Human Resource Services and sent to the successful candidate.
- 8.14.41** Appointments to Chairs may be either fixed-term or of a continuing nature. All appointments will normally be subject to a twelve month mandatory probation period unless this requirement is waived by the Vice-Chancellor.
- 8.14.42** Only the Vice-Chancellor, or authorised nominee, has the authority to make offers of employment under this Policy.