

Academic Level D and Level E Recruitment and Appointment Procedure

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Purpose

The University aims to be a first-choice employer and destination for students in each of our communities we serve, embedding a talent-focused culture, ensuring contribution and commitment to the candidate and employee experience.

Members of the Professoriate at the University provide academic leadership in a number of ways including learning and teaching, research and scholarship, leadership engagement, and academic citizenship. Teaching, learning, research and scholarship are the cornerstones of professorial achievement. The Academic Level D and Level E Appointment Procedure outlines the process required to be undertaken to appoint a person to an advertised position of Associate Professor or Professor at the University.

Appointments are made on the principles of merit and achievement relative to opportunity, ensuring adherence to equity and equal opportunity employment.

The purpose of this procedure is to advise recruiting managers and Selection Committees on the recruitment process and to ensure compliance with relevant legislative frameworks.

All continuing and fixed-term recruitment at the University should be initiated and managed via the e-Recruitment system, to support consistent and timely appointments.

Scope

This procedure applies to the appointment of continuing and fixed-term staff at our campuses, sites and centres of the University, employed as an Academic Level D or Level E employee.

Legislative Context

- [Federation University Australia Union Enterprise Agreement 2019–2021](#);
- [Fair Work Act 2009 \(C'wealth\)](#);
- [Worker Screening Act 2020 \(Vic\)](#);
- [Worker Screening Regulations 2021 \(Vic\)](#);
- [Child Wellbeing and Safety Act 2005 \(Vic\)](#);
- [Working with Children \(Risk Management and Screening\) Act 2000 \(QLD\)](#);
- [Equal Opportunity Act 2010 \(Vic\)](#); and
- all other Commonwealth and State legislative Acts applicable to the location of employment.

Definitions

For further definitions, refer to the University's Recruitment and Appointment Procedure and [Federation University Australia Union Enterprise Agreement 2019–2021](#).

Term	Definition
Professoriate	An Academic Level D or Level E staff member.

Actions

Conflict of interest within a recruitment process

A conflict of interest occurs where a person's personal interest could improperly influence, or may appear to improperly influence them when making a work-related decision/s as outlined in the University's [Managing Conflicts of Interest Procedure](#).

A conflict of interest exists whether it is:

- actual, it currently exists;
- potential, it may arise, given the circumstances; or
- perceived, members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the performance of their duties to the University, now or in the future.

Where an actual, potential, or perceived conflict of interest occurs within the Recruitment and Appointment process, the following steps must be undertaken.

Committee Members

Where a potential conflict of interest exists (or may exist at some time in the future) the committee member must declare that conflict of interest in writing to the Chair of Committee.

It is at the discretion of the Chair of Committee, in accordance with relevant policies and procedures, to determine if the disclosure may impede the committee member's impartial decision making and advise People and Culture of the declaration.

Chair of Committee

Where a potential conflict of interest exists (or may exist at some time in the future) the committee member must declare that conflict of interest in writing to the Director, People and Culture.

It is at the discretion of the Director, People and Culture, in accordance with relevant policies and procedures, to determine if the disclosure may impede the Chair of Committee's impartial decision making.

The University is committed to ensure that no undue advantage or disadvantage occurs as a result of the existence of a personal relationship. Staff members should access the Staff Code of Conduct Policy for further information.

In the event that a potential conflict of interest has been disclosed and that disclosure is not considered a conflict by the delegated approver, upon deliberation at shortlisting and after interviews, the committee member will be the last person to provide their preferences, and must also be disclosed on the selection committee report.

Establishment and approval of Professorial position

The authority to establish new Academic Level D or Level E positions or fill vacant positions must be in accordance with [Delegations - Contract, Financial, Staffing and Tender Procedure](#).

The Vice-Chancellor (or nominee) possesses the authority to create new positions, establish parameters of a position, and initiate the recruitment and appointment process. Establishment of positions are subject to Finance approval.

A Recruitment Agency may be invited to assist with the appointment process. Any engagement must be approved by the Director, People and Culture.

Advertising the position

It is the University's position that all jobs should be advertised to ensure that the best person is selected through an open and competitive process. However, there are some circumstances where advertising may not be required. One such circumstance is where there are special and exceptional circumstances to directly appoint a person into a position, see [Direct Appointment Procedure](#).

People and Culture will advise the Chair of the Selection Committee of any senior managerial directives applicable to the recruitment activity i.e. the application of special measures.

Selection Committee

Composition of Selection Committee

For Academic Level D and Level E continuing and fixed-term appointments, the composition of the Selection Committee should include reasonable gender balance. The Selection Committee must remain unchanged throughout the recruitment and appointment process unless approved by the Vice-Chancellor or Director, People and Culture. It is the responsibility of the Chair to ensure all internal Selection Committee members possess awareness and education of Recruitment and Appointment Policy and supporting Procedures.

If an applicant is from Aboriginal or Torres Strait Islander descent, the committee membership will include an Aboriginal or Torres Strait Islander person.

Type of position	Composition approved by	Minimum requirements
Academic Level D	Deputy Vice-Chancellor	<p>A relevant Deputy Vice-Chancellor or nominee (Chair).</p> <p>Executive Dean and/or a member of the University Professoriate.</p> <p>Such other people as the Selection Committee may determine to co-opt from time to time e.g. a relevant external expert may be invited to contribute where appropriate.</p>
Academic Level E	Vice-Chancellor	<p>Vice-Chancellor or nominee (Chair).</p> <p>A relevant Deputy Vice-Chancellor.</p> <p>Executive Dean and/or a member of the University Professoriate.</p> <p>Such other people as the Selection Committee may determine to co-opt from time to time e.g. a relevant external expert may be invited to contribute where appropriate.</p>

Shortlisting

All internal members of the Selection Committee are required to participate in the shortlisting of applicants for professorial appointments. External committee members may be invited to participate in shortlisting.

Interviews

At the discretion of the Chair, other experts may be requested to provide an assessment following the first interview. However, the Selection Committee remains responsible for providing the recommendation for appointment.

Appointment decisions will be based on merit using equitable and transparent processes, and on achievement relative to opportunity.

Supplementary selection assessment

In some circumstances, in consultation with People and Culture, it may be appropriate to request applicants to complete supplementary selection assessment/s.

Reference Reports

Prior to a recommendation for appointment, the Chair must conduct at least two referee checks for external applicants and one referee check for internal applicants.

Referees must be able to provide feedback regarding an applicant from a professional, and ideally managerial perspective. Only referees who have been nominated by the candidate may be contacted.

References must be documented, and any documentation related to the reference check process must be centrally stored with People and Culture.

Recommendation for new appointment

At the conclusion of the interview process, and following consideration of referee feedback, supplementary selection assessments and checks (where applicable), a Selection Committee Report must be completed, signed by all committee members and provided to the Delegated Officer for approval.

Where the committee reaches consensus, the Chair of the Selection Committee (or nominee), may advise the first ranked candidate that they are the preferred candidate for appointment. However, they must advise that any offer of employment is subject to Delegated Officer approval.

While it is desirable that recommendations are by consensus, a Minority Report may be submitted by any member of the Selection Committee outlining the reason/s for dissent. The Minority Report must be submitted with the Selection Committee report for review by the Delegated Officer.

Approval of new/replacement appointments

Approval of the appointment must only be undertaken on the authorisation of the Delegated Officer in accordance with the Delegations – Contract, Financial, Staffing and Tender Procedure, and in accordance with the provisions detailed within the recruitment request.

The Delegated Officer will consider Selection Committee Report and supporting documentation (and Minority Report where applicable) to determine approval of the appointment.

Where the Delegated Officer determines that no appointment will be made, the Chair must consult with People and Culture to explore alternative recruitment options.

Offer to successful applicant/s

Following the Delegated Officer's approval, the Chair of the Selection Committee (or nominee), will make a verbal offer of employment to the preferred candidate, advising the preferred candidate that the offer is subject to pre-employment requirements and a completed employment contract.

Following the verbal acceptance of the offer, the Chair must notify People and Culture in order for the contract to be prepared.

If the successful applicant is a current University employee, and the position is fixed-term, the employee may request to be appointed on a secondment basis, in accordance with the Temporary Appointment, Secondment and Exchange Procedure.

Where an offer is declined, the Chair may make a verbal offer to the next appointable applicant without requiring further delegated approval.

Pre-employment checks

Employment may be conditional on the satisfactory completion of pre-employment checks, such as

- Working with Children or equivalent check (WWCC);
- Right to work validation;
- Validation of qualification or certificates (where appropriate);
- Pre-employment screening, in accordance with AS 4811-2006 Employment Screening standard.

The University reserves the right to withdraw the offer of employment if we receive information of any relevant criminal convictions, or knowledge that the applicant has been investigated for any other behaviour that would be incompatible with the position, or which may adversely affect the University's reputation if subsequently disclosed, conflict of interest or contrary medical information, or to take other action in the event of the candidate's failure to disclose such information prior to appointment.

This will be determined by the Vice-Chancellor or nominee who will inform the candidate in writing of the outcome, and if employment has commenced, the employment relationship will cease.

Advising Unsuccessful Applicants

Unsuccessful applicants that have been interviewed must be verbally notified by the Chair of the Selection Committee. Notification to the unsuccessful applicants who were not interviewed will be sent by People and Culture.

Relocation allowance

If a successful applicant is required to relocate, they may be eligible for reimbursement to an agreed value of expenses incurred. For further information, see the Relocation Allowance Guidelines.

Employer sponsorship

Where an appointee does not hold permanent or temporary residence in Australia, the University may sponsor the employee for permanent or temporary residency. In these circumstances, the University will pay the nomination and sponsorship fees. The employee will be responsible for the payment of all other associated expenses, including (but not limited to) visa application fees, for both themselves and any dependent family members (such as spouse and wholly financially dependent children), English language tests, health examinations and private health insurance (if applicable).

Recognition of Prior Service

New staff may apply for recognition of prior service. See the Recognition of Prior Service Guidelines.

Re-employment of previous staff members

Re-employment of previous staff, following resignation or redundancy, is based on the selection process described in this procedure, provided that re-employment with the University is not in breach of any legislation regarding taxation or superannuation.

Staff whose employment at Federation University Australia has ceased due to redundancy (whether voluntary or otherwise) will not be re-employed within the exclusion period.

Supporting Documents

All university policies and procedures

Related Items

- [Applicant Information via Careers at Federation University website.](#)

Forms.

- [Relocation Allowance Guidelines](#) (DOCX 108.9kb)

Forms

Forms.

- [Position description template - ACDA](#) (DOTX 267.4kb)
- [Position description template - ACDB](#) (DOTX 267.8kb)
- [Position description template - ACDC](#) (DOTX 270.4kb)
- [Position description template - ACDD](#) (DOTX 270.3kb)
- [Position description template - ACDE](#) (DOTX 271.2kb)
- [Position description template - HEW positions](#) (DOTX 263.4kb)
- [Position description template - TAFE teacher](#) (DOTX 269.8kb)
- [Relocation Agreement/Reimbursement of Relocation Expenses](#) (DOCX 178.6kb)
- [Request for employer nomination](#) (DOCX 251.8kb)
- [Statement of duties - Course Coordinator](#) (DOCX 169.4kb)
- [Statement of duties - Unit Coordinator](#) (DOCX 168.0kb)

Responsibility

The Vice-Chancellor and President is ultimately responsible for the implementation of the Policy and Procedure. The Chair of the Selection Committee is responsible for ensuring adherence to Policy and Procedure, and making appointments based on an applicant's merit, free from bias and unlawful discrimination.

The Director, People and Culture is responsible for:

- the development of the Recruitment and Appointment Policy and Procedure;
- monitoring recruitment and appointment activities and addressing inconsistencies in the implementation of the Policy and Procedures; and
- overseeing the provision of support and advice on the Policy and Procedure.

Promulgation

This procedure will be communicated throughout the University community via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.
2. Distribution of emails to Deans/Directors / Directors / Managers / Universitystaff.
3. Documentation distribution, e.g. posters, brochures.
4. Notification to Schools.

Implementation

This procedure will be implemented throughout the University via

1. An Announcement Notice under 'FedNews' on the 'FedUni' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure.
2. Inclusion on the University's online Policy Library.
3. Information and training sessions advertised via FedNews and provided by People and Culture to Deans/ Directors, Directors and Managers.

Records Management

Document title	Location	Responsible Officer	Minimum retention period
Recruitment Request Form and Approval	People and Culture	Director, People and Culture	Seven years after contract has expired
Additional Recruitment/Contract Renewal Information	People and Culture	Director, People and Culture	Seven years after contract has expired
Shortlisting Grid	People and Culture	Director, People and Culture	Seven year after employee commencement
Selection Committee Report	People and Culture	Director, People and Culture	Seven years after contract has expired
Referee Check	People and Culture	Director, People and Culture	Seven years after contract has expired
Minority Report	People and Culture	Director, People and Culture	Seven years after contract has expired
Reimbursement of Re-location Expenses	People and Culture	Director, People and Culture	Seven years after contract has expired