

Selection Committee Policy

Section 1 - Background and Purpose

(1) The University recognises the importance of attracting and retaining high calibre staff that enhance the quality and reputation of the University and are also aligned to the University's strategic vision.

(2) The University is also committed to ensuring that the process of appointing such staff is transparent, equitable and compliant with the University's modes of employment and classification standards.

(3) This Policy sets down the requirements, roles and responsibilities of staff nominated to Selection Committees of the University.

Section 2 - Scope

(4) This Policy applies to hiring managers and potential and current staff both:

- a. Academic (Level A to E)
- b. Professional (HEO 1 to 10 and ESMC 1 to 4)

Section 3 - Policy Statement

(5) This Policy provides for the types of appointments that can exist within the University academic and professional appointments, and the entitlements, rights, obligations and restrictions on those appointments.

Role of the Selection Committee

(6) The role of the Selection Committee is to ensure that University appointments are made on merit and to meet legislative requirements for equal employment opportunity, the composition of selection committees must be appropriate and relevant to the level of the position being filled.

Composition of the Selection Committee

(7) It is recommended the Selection Committee be established prior to advertising the position, after which a selection process should be outlined and agreed on by the Selection Committee in line with Recruitment. It is recommended the Selection Committee not exceed four members. A member of Recruitment will be included in the Selection Committee.

(8) Where appropriate or desirable the Committee Chair may appoint a specialist external advisor to the Selection Committee to provide an assessment of candidates in relation to the specific academic field. Any additional nominees to, or delegation of duties of the Selection Committee, should be discussed with the Recruitment prior to commencing the recruitment process however when considering potential representatives of the Selection Committee it is recommended that consideration is given to regional representation for all regional appointments, academic specific positions to include external input for Level E positions and to include a Professor of that discipline.

(9) Chairs of Selection Committees are accountable for ensuring appropriate gender representation which should be

no less than 33% representation of each gender.

(10) Selection processes and panels for all positions earmarked for Indigenous staff recruitment, or relating to matters of significant Indigenous content, must include the Executive Director, Office of Indigenous Strategy and Education, or their nominee.

(11) For the purpose of the Selection Committee:

- a. The Line Manager is the direct reporting line position that the vacant position reports to
- b. a Key Stakeholder is a person/position who has a key relationship with or significant dependency with the activities of the particular position
- c. a Representative is a peer or individual from a higher classification

(12) The recommended composition of the Selection Committee should be:

Academic	Selection Committee Members
Level A - D	Line Manager Dean Provost (Chair or as delegated) Representative (optional) The Chair is the Provost unless delegated
Level E	Line Manager Dean Provost (Chair) DVCA and/or DVC&VP Research (as appropriate) Vice-Chancellor (optional or delegate) The Chair is the Provost unless delegated by the VC

Professional	Selection Committee Members
ESMC 4	VC (Chair) Key Stakeholder/s Representative
EMSC 3	Line Manager (Chair) Key Stakeholder/s Representative of VC (optional)
ESMC 2	Line Manager (Chair) Key Stakeholder/s Representative (optional)
ESMC 1	Line Manager (Chair) Key Stakeholder/s Representative (optional)
HEO 10	Line Manager (Chair) Key Stakeholder/s Representative (optional)
HEO 1 to HEO 9	Line Manager (Chair) Key Stakeholder/s

Section 4 - Procedures

(13) Nil.

Section 5 - Definitions

(14) Nil.

Status and Details

Status	Current
Effective Date	22nd November 2016
Review Date	5th February 2019
Approval Authority	Vice-Chancellor
Approval Date	20th November 2016
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Executive Director, Human Resources
Author	Linda Robertson
Enquiries Contact	Human Resources +61 3 9479 1234