

# Selection Committee Policy

## Section 1 - Key Information

<b>Policy Type and Approval Body</b>	Administrative – Vice-Chancellor
<b>Accountable Executive - Policy</b>	Chief Operating Officer
<b>Responsible Manager - Policy</b>	Chief People Officer
<b>Review Date</b>	2 July 2028

## Section 2 - 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 out the requirements, roles and responsibilities of staff nominated to Selection Committees of the University.

## Section 3 - Scope

- (4) This Policy applies to recruitment processes for the following classifications:
- a. Academic (Level A to E)
  - b. Professional (HEO 1 to 10 and ESMC 1 to 4)

## Section 4 - Key Decisions

<b>Key Decisions</b>	<b>Role</b>
Appoint a specialist external advisor to the Selection Committee	Chairperson/Hiring Manager

## Section 5 - Policy Statement

- (5) This Policy provides for the types of appointments that can exist within the University for academic and professional appointments, and the entitlements, rights, obligations and restrictions on those appointments.
- (6) Refer to the [Recruitment Policy](#) and [Conflict of Interest Policy](#).

# Section 6 - Procedures

## Role of the Selection Committee

(7) The role of the Selection Committee is to ensure that University appointments are made on merit and meet legislative requirements for equal employment opportunity.

(8) The composition of selection committees must be appropriate to be able to assess the suitability of candidates for the position being filled.

## Composition of the Selection Committee

(9) It is recommended that the Selection Committee be established by the Hiring Manager/Chair prior to advertising the position. It is recommended the Selection Committee comprises of two (2) to five (5) members of staff. The more senior the role, the higher the number of personnel on the Selection Committee.

(10) The selected Selection Committee members should remain the same throughout the recruitment process of each position to ensure consistency in the selection process and assessment.

(11) Where appropriate or desirable, the Hiring Manager/Chairperson may appoint a specialist external advisor to the Selection Committee to provide an assessment of candidates in relation to the specific academic/professional field.

(12) Any additional nominees to, or delegation of duties of the Selection Committee, should be discussed with the Talent Acquisition team member at anytime throughout the recruitment process.

(13) When considering potential representatives of the Selection Committee, it is recommended that the Hiring Manager consider regional representation for all regional appointments.

(14) Hiring Managers are accountable for ensuring appropriate gender representation on the Selection Committee.

(15) Selection Committees for all positions allocated for Indigenous staff recruitment, or relating to matters of significant Indigenous content, must include an indigenous representative.

(16) For professional staff appointments the composition of the Selection Committee must be:

- a. Hiring Manager (Chair) - the direct reporting line position that the vacant position reports to; and
- b. Selection Committee members:
  - i. Key Stakeholder(s) - a person/position who has a key relationship with or significant dependency with the activities of the particular position. This role must be classified at the same or higher level than the role being recruited.
  - ii. Key Representative(s) - a peer or individual from a higher classification within the same team.

(17) For academic staff appointments the composition of the Selection Committee must be as follows, noting that the Chair must be a minimum of one level above the appointment level:

- a. The Selection Panel for a Level A/B/C appointment should include:
  - i. Level D staff member (minimum level) within the School as Chair;
  - ii. Head of Department;
  - iii. Discipline Lead; and
  - iv. Optional peer (one Level above the Level being recruited).
- b. The Selection Panel for a Level D appointment should include:

- i. Dean of the School as Chair;
  - ii. Head of Department;
  - iii. Relevant PVC; and
  - iv. Level E (in similar discipline).
- c. The Selection Panel for a Level E appointment should include:
  - i. Provost or the Deputy Vice-Chancellor (Research and Industry Engagement) (DVC(R&IE)) (Chair);
  - ii. Dean of the School or DVC (as available or appropriate);
  - iii. Level E Peer (in similar discipline); and
  - iv. Vice-Chancellor (optional but will be Chair if included).
- d. The Selection Panel for a Dean appointment should include:
  - i. Vice-Chancellor (or delegate) (Chair);
  - ii. Provost (or delegate);
  - iii. DVC(R&IE) or DVCA (as available and appropriate);
  - iv. Dean of another School;
  - v. The Chair should give consideration to the inclusion of an external member of the panel such as a former academic executive level staff member; a leadership consultant; or an industry expert; and
  - vi. Chair of the School Search Advisory Committee (if appropriate)
- e. The Selection Panel for all appointments of direct reports to the Vice-Chancellor should include:
  - i. Vice-Chancellor (Chair);
  - ii. A minimum of two of the Vice-Chancellor's current direct reports; and
  - iii. The Chair should give consideration to the inclusion of a current Dean; Chair of the University's Academic Board; or an external member of the panel such as a former academic executive level staff member; a leadership consultant; or an industry expert.

## **External academic staff appointments at a higher level than current role**

(18) Where a person who is not a current staff member is proposed to be appointed (preferred candidate) to an academic classification higher than their current role via a recruitment process (for example the preferred candidate is currently a Level B academic at University of Y and is the preferred candidate for a Level C appointment at La Trobe University), prior to an offer being made to the preferred candidate:

- a. The Hiring Manager/Chair must provide to the Chair of the relevant Promotions Committee:
  - i. the preferred candidate's CV/Resume;
  - ii. the position description for the role; and
  - iii. any other relevant information about the role or the preferred candidate, including feedback from the Selection Committee.
- b. The Chair of the relevant Promotions Committee must review the information provided and confirm whether, in their view, the preferred candidate will be able to perform appropriately at their new proposed Level;
- c. The Chair of the relevant Promotions Committee may meet with the Hiring Manager/Chair to discuss any issues of concern prior to reaching their decision and may recommend probation goals, training or other support activities be provided to the preferred candidate on commencement with the University.
- d. Where the Chair of the relevant Promotions Committee forms a decision that the preferred candidate will not be able to perform appropriately at their new proposed level, even with support or training, the Chair of the relevant Promotions Committee will write to the Hiring Manager/Chair and the Dean outlining their concerns (Concerns Report).
- e. Where the Hiring Manager does not agree with the Concerns Report:

- i. they will write a report to the Provost or, if the Vice-Chancellor was Chair, the Vice-Chancellor, outlining why the preferred candidate should be appointed and the support and training that will be provided.
- ii. The final decision as to whether to offer the position to the preferred candidate will be made by the Provost, or where the Vice-Chancellor was the Chair, the Vice-Chancellor, who will communicate their outcome to the Hiring Manager.

## Section 7 - Definitions

(19) For the purpose of this Policy:

- a. Hiring Manager: means the person who holds the management position with the direct reporting line for the vacant position

## Section 8 - Authority and Associated Information

(20) This Policy is made under the [La Trobe University Act 2009](#).

(21) Associated information includes:

- a. [Talent Acquisition and Remuneration intranet](#)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	4th July 2025
<b>Review Date</b>	4th July 2028
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	4th July 2025
<b>Expiry Date</b>	Not Applicable
<b>Responsible Manager - Policy</b>	Regan Sterry Chief People Officer
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