Recruitment Procedure - Dean

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Chief Operating Officer
Responsible Manager – Policy	Chief People Officer
Review Date	4 July 2028

Section 2 - Purpose

(1) This Procedure establishes a process for the selection and appointment of the Dean position at La Trobe University.

Section 3 - Scope

(2) These Procedures apply to Academic staff in a continuing or fixed-term position at the University.

Section 4 - Key Decisions

Key Decisions	Role
Determine Level C staff members eligible to apply for a Dean appointment	Vice-Chancellor
Approve the appointment of the Dean	Vice-Chancellor
Approve the early termination of a Dean appointment	Vice-Chancellor

Section 5 - Policy

(3) This procedure forms part of the Recruitment Policy suite which governs its application.

Section 6 - Procedures

Appointments

(4) The Provost will recommend to the Vice-Chancellor that the position for Dean is advertised both internally and externally.

Responsibility

(5) The Provost is responsible for the appointment process of Deans.

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(6) The Provost and/or Vice-Chancellor has authority to approve the appointment of the Dean position.

Eligibility

(7) Staff members at Level D or above are eligible to express an interest in the position of Dean.

(8) However, on recommendation of the Provost , the Vice-Chancellor may determine that staff members at Level C are eligible to apply.

Terms of Appointment

(9) The Dean appointment will be a fixed term contract (up to a maximum of five (5) years) and may combine a substantive academic position for internal applicants only.

Advertising a Position

(10) To advertise the Dean position, a Job Card must be raised through Page Up, the position can be advertised both internally and externally.

Application

(11) To apply for the position, candidates are required to:

a. submit an application following the instructions provided in the advertisement; and
b. address any requirements that are specified as part of the application process for that position.

Selection Process

(12) The Dean Selection Committee will make a selection based on merit by conducting a thorough recruitment process.

(13) The Dean Selection Committee will comprise::

a. Provost (Chair);
b. Vice-Chancellor (optional)
c. Deputy Vice-Chancellor (Research and Innovation) or representative;
d. Deputy Vice-Chancellor (Academic) or representative;
e. Dean of another school;
f. External member/expert/CPO or delegate (nominated by the Provost) - (optional)
g. Professor within the school (optional); and/or
h. Senior staff member (optional).

Assessment of Suitable Candidates

(14) The Dean Selection Committee will review the submitted applications, , conduct interviews, and other suitable assessments such as a requesting a presentation be provided etc. to assess for suitability against the requirements of the position based on merit.

Finalising an Appointment

(15) The Provost will forward a recommendation for appointment to the Vice-Chancellor for endorsement through Page Up. Confirmation via electronic sign-off will enable contract generation.

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(16) The Chair will make the verbal offer to the successful candidate and, upon verbal acceptance from the candidate, notify the Talent Acquisition team with the outcome to generate the offer card in PageUp.

(17) A contract will be sent to the successful candidate for acceptance electronically.

Termination of Appointment

(18) The Dean contract will end at the date outlined in the contract of employment, unless terminated earlier.

(19) The Provost in consultation with the Chief People Officer may recommend the early termination of the secondment of the Dean position to the Vice-Chancellor.

(20) The Vice-Chancellor has final authority to approve the early termination of the Dean contract. The incumbent may then revert to their substantive academic position (if applicable).

(21) If the staff member completes their term in the Dean position, at the end of the appointment period and if no extension offered, a Continuing position may be offered if the incumbent does not hold a substantive position.

(22) If the staff member does not complete their term in the Dean position, and they do not have a Continuing substantive position, then their appointment may be terminated. The staff member will not be offered a Continuing position in these circumstances.

Section 7 - Definitions

(23) For the purpose of this Procedure:

a. Job Card: is the process in PageUp where hiring managers provide details of a position and recruitment requirements.
b. PageUp: is the University's e-recruitment system.

Section 8 - Authority and Associated Information

(24) This Policy is made under the La Trobe University Act 2009.

(25) Associated information includes:

a. Talent Acquisition and Remuneration intranet

Status and Details

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