Recruitment Procedure - Head of Department

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 Head of Department position at La Trobe University.

Section 3 - Scope

(2) This Procedure applies to Academic staff in a continuing or fixed-term position at the University.

Section 4 - Key Decisions

Key Decisions	Role
Determine Level B staff members eligible to apply for a Head of Department appointment	Provost
Approve the Head of Department appointment	Provost
Approve the early termination of Head of Department appointment	Provost

Section 5 - Policy Statement

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

Section 6 - Procedures

Internal Appointments

(4) Generally, the Head of Department position is open only to internal applicants.

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Responsibility

(5) The Dean is responsible for the appointment process of Heads of Departments within their school. The Dean may call for expressions of interest or offer a subsequent contract to the incumbent of the Head of Department position. The Provost has final authority to approve the appointment of the Head of Department position.

Eligibility

(6) Staff members at Level C or above may be eligible to express an interest in the position of Head of Department.

(7) However, on recommendation of the Dean, the Provost may determine that staff members at Level B are eligible to express an interest.

Terms of Appointment

(8) The Head of Department appointment will combine a substantive academic position with a fixed-term secondment to Head of Department position (up to a maximum of three (3) years).

Advertising a Position

(9) To advertise the Head of Department position internally, a Job Card must be raised through Page Up via an Expression of Interest process. For more information contact Talent Acquisition.

Application

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

a. submit an expression of interest including any required documents requested in the advertisement through Page Up; and
b. address any requirements that are specified as part of the application process for that position.

Selection Process

(11) The Head of Department Selection Committee will make a selection based on merit.

(12) For internal applicants the Head of Department Selection Committee will comprise:

a. Dean (Chair) or delegate
b. Deputy Provost or delegate
c. Head of Department of another area or delegate; and
d. Senior Member (normally Level D or E) or staff from the department

Assessment of Suitable Candidates

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

Finalising an Appointment

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

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

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Internal Appointments

(16) All internal appointments to a Head of Department position will be on a Secondment arrangement.

External Appointments

(17) In exceptional circumstances, and on the recommendation of the Dean, the Provost may approve the decision to externally recruit a senior academic.

(18) An external appointment will combine a substantive academic position with a fixed-term secondment to Head of Department position (up to a maximum of three (3) years).

(19) To initiate an external recruitment process, contact Talent Acquisition.

Termination of Appointment

(20) The Head of Department secondment will end at the date outlined in the contract of employment, unless terminated earlier.

(21) The Dean in consultation with the Chief People Officer may recommend the early termination of the Head of Department secondment to the Provost.

(22) The Provost has final authority to approve the early termination of Head of Department secondment. The incumbent will then revert to their substantive academic position.

Section 7 - Definitions

(23) For the purpose of this Procedure:

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

Section 8 - Authority and Associated Information

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

(25) Associated information includes:

a. Talent Acquisition and Remuneration intranet

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Status and Details

Status	Current
Effective Date	4th July 2025
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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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