

Appointments: Senior Positions Procedure

1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To outline the appointment and reappointment processes for senior positions.

2 Scope

This Procedure applies to the following senior positions:

- Vice-Chancellor, Provost, Deputy Vice-Chancellors
- Pro Vice-Chancellors
- Other senior appointments, including senior academic appointments.

Not all contracted positions are senior appointments. Other contracted positions are covered by the Recruitment and Selection Procedure and the [Human Resources Delegations Schedule](#).

3 Procedure Overview

This Procedure details the appointment and reappointment processes for senior positions for a specified period.

4 Procedures

This Procedure complies with the *Fair Work Act 2009* provisions relating to fixed-term contracts longer than two years, with exemptions met through the high-income test.

Conditions of employment for the positions under this Procedure will be incorporated into an individual Employment Agreement.

Appointment to the positions under this Procedure is for a specified period up to five years as determined by the delegated officer.

The selection panel should have the appropriate level and range of expertise to assess the skills and attributes required of the position. The hiring manager or nominee (with Vice-Chancellor approval) takes on the responsibility of the chair of the selection panel.

It is preferable for the panel to consist of between three to five members. Members should understand the principles of merit-based selection, equal employment opportunity, unconscious bias, and procedural fairness. It is recommended the committee composition includes:

- members who are senior or are equal in organisational hierarchy to the position being interviewed
- a member from outside the work area or portfolio
- a mix of genders, with gender balance wherever possible
- persons reflective of the wider diversity within the University community, e.g., cultural, disability, or other
- for an identified or targeted role, it is mandatory that there is at least one person from the related diversity group e.g., Aboriginal or Torres Strait Islander person, Women in STEMM.

Initial appointment to all senior positions may include a substantive continuing appointment to which the incumbent may revert if reappointment to a senior position is not offered. The substantive continuing position may be at a lower level and/or remuneration.

Appointment and reappointment to senior positions is subject to the ongoing needs of the University and the incumbent receiving a satisfactory performance review before reappointment is recommended, except in cases where reappointment is offered as a result of a competitive selection process.

Remuneration arrangements for positions under this Procedure are guided by the Contracted Executive and Senior Appointment Remuneration Principles Schedule. All remuneration arrangements for senior positions require the approval of the Vice-Chancellor.

4.1 Vice-Chancellor, Provost, Deputy Vice-Chancellor

Appointment to the position of Vice-Chancellor is determined by Council. An ad hoc committee of Council will be established for this purpose which will include the Chancellor (or nominee).

Appointment to the positions of Provost and Deputy Vice-Chancellor is determined by the Vice-Chancellor. An ad hoc committee will be established by the Vice-Chancellor for this purpose which will include the Chancellor (or nominee).

The Remuneration Sub-Committee is responsible for making recommendations to the Chancellor's Committee on remuneration arrangements and renewal of contracts for these positions.

4.2 Pro Vice-Chancellors

Appointments to these positions are determined by the Vice-Chancellor. The recruitment and selection process will be in accordance with the Recruitment and Selection Procedure.

4.3 Other Senior Appointments

Appointments and reappointments to senior positions that report directly to the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor are approved by the Vice-Chancellor following recommendation by the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor.

Appointments and reappointments to senior positions that do not report directly to Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor may be approved by the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor.

The recruitment and selection process will be in accordance with the Recruitment and Selection Procedure.

The selection panel for these positions will normally be chaired by the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor.

4.3.1 Senior Academic Appointments

Senior academic appointments in the Academic Division or Research and Innovation Division (Head of School and Deans, Heads of Research Centres or equivalent) may be via an internal competitive recruitment process or via an external recruitment process at the recommendation of the relevant Deputy Vice-Chancellor.

Appointments and reappointments to positions that report directly to the Deputy Vice-Chancellor are approved by the Vice-Chancellor.

Appointments and reappointments to positions that do not report directly to the Deputy Vice-Chancellor) may be approved by the relevant Deputy Vice-Chancellor.

The recruitment and selection process will be in accordance with the Recruitment and Selection Procedure.

The selection panel will normally be chaired by the Deputy Vice-Chancellor and should include representatives from a relevant school and/or a relevant research centre or institute outside the area where the appointment will be made.

Normally, University Academic Employees at Academic Level D or above will be eligible for

Head of School or Research Centre positions.

Reappointments may be offered without a recruitment process, subject to the needs of the school and the performance of the incumbent. Alternatively, the appointment may conclude at the end of the initial term and a new recruitment and appointment process conducted.

For internal appointees, where reappointment to a Head of School or Centre position is not offered, the incumbent will revert to their substantive Academic Level as at the end date of the appointment.

For external appointees, a substantive continuing Academic Level position may be offered as part of the employment contract to which the incumbent may revert if reappointment to the senior position is not offered.

5 Delegated Responsibilities

Approver	Level of Delegation
University Council	Approve appointment and re-appointment to Vice-Chancellor.
Vice-Chancellor	<p>Approve appointment and re-appointment to:</p> <ul style="list-style-type: none">• Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor; and• Other senior appointments that report directly to the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor. <p>Approve remuneration arrangements for all positions under this Procedure.</p>
Category 2 Delegate	<p>Approve appointment and re-appointment (excluding remuneration arrangements) to:</p> <ul style="list-style-type: none">• Other senior appointments that do not report directly to the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor.

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Recruitment, Selection and Appointment Policy
Subordinate Schedules	Contracted Executive and Senior Appointment Remuneration Principles Schedule
Approved Date	12/7/2023
Effective Date	12/7/2023
Review Date	3/4/2024
Relevant Legislation	Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Recruitment and Selection Procedure
Related forms, publications and websites	People Portfolio Website
Definitions	Terms defined in the Definitions Dictionary Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Enterprise Agreement

	University of Southern Queensland Enterprise Agreement 2023-2026.
	Policy
	A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.
	Procedure
	An operational instruction that sets out the process to operationalise a Policy.
	University
	The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
Keywords	
	Senior, appointment, reappointment, senior executive, senior allowances
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