

# Appointments: Continuing Procedure



## 1 Purpose

To outline the appointment processes for continuing positions.

## 2 Scope

This Procedure applies to all continuing positions.

## 3 Procedure Overview

This Procedure covers the appointment processes and conditions for all continuing positions.

## 4 Procedures

### 4.1 Appointment process

All appointments to continuing positions will normally be made by competitive selection using the University's Recruitment and Selection Procedures.

The employing cost centre must first seek approval to advertise the position by completing the Request to Advertise and Business Case form which must be forwarded with the specified attachments to Human Resources.

Following approval the recruitment and selection process commences.

Appointments to continuing positions will be made by means of a written letter of engagement from the Executive Director (Human Resources) detailing the terms of the appointment. The appointment will be subject to a written acceptance from the appointee.

The appropriate documentation including all required signatures must be completed prior to the Employee commencing duty.

Appointments to continuing positions may also be made by internal transfer. Refer to Appointments: Internal Transfer or Secondment Procedure.

### 4.2 Appointment conditions

#### 4.2.1 Classification level and step

Irrespective of the source of funding (e.g. research grants) all appointments will be made at step one of the classification level unless authorised by the Delegate.

#### 4.2.2 Probation

Employees appointed on a continuing basis will normally serve an initial probationary period prior to having their continuing appointment confirmed.

For more information, refer to Appointments: Probationary Procedure.

#### 4.2.3 Concurrent appointments

Where an Employee is required to do additional work (irrespective of whether the work is for another department) a variation to their terms of engagement will be made.

The Executive Director (Human Resources) will advise the Employee, in writing, of the variation to their conditions prior to the additional work being carried out. Faculties or sections will be required to organise the payment of salaries where applicable.

## 5 Delegated Responsibilities

Approver	Level of Delegation
Council	Approve recruitment action for, and appointment to, the Vice-Chancellor.
Vice-Chancellor	Approve recruitment action for, and appointment to, positions at the Senior Executive level.
Category 2 Delegate or above	<p><b>Deputy Vice-Chancellors</b> Approve recruitment action for, and appointments to, positions at academic level E.</p> <p>Approve recruitment action for, and appointments to all positions at academic levels A to D.</p> <p>Approve recruitment action for all positions at professional levels 1 to 10.</p>
Category 3 Delegate or above	<p>Approve appointments to all positions at professional levels 1 to 10.</p> <p><b>Executive Director, Human Resources</b> Make all formal offers of appointment for all positions at professional levels 1 to 10.</p>

## 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

<b>Subordinate Schedules</b>	
<b>Accountable Officer</b>	Executive Director (Human Resources)
<b>Responsible Officer</b>	Executive Director (Human Resources)
<b>Policy Type</b>	University Procedure
<b>Approved Date</b>	13/6/2019
<b>Effective Date</b>	13/6/2019
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	<a href="#">USQ Enterprise Agreement</a>
<b>Related Policies</b>	<a href="#">Recruitment, Selection and Appointment Policy</a>
<b>Related Procedures</b>	<a href="#">Appointments: Internal Transfer or Secondment Procedure</a> <a href="#">Appointments: Probationary Procedure</a> <a href="#">Recruitment and Selection Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Human Resources Website</a> <a href="#">Request to Advertise and Business Case Form</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>  <a href="#">Delegate (noun)</a>  Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.  <a href="#">Employee</a>

	<p>A person employed by the University and whose conditions of employment are covered by the USQ 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.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p><a href="#">USQ Enterprise Agreement</a></p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p>
	<b>Definitions that relate to this procedure only</b>
<b>Keywords</b>	Appointments, continuing, internal transfer, secondment, competitive selection, concurrent appointment, probation, request to advertise, variation
<b>Record No</b>	13/248PL