

Appointments: Senior Positions Procedure



1 Purpose

To outline the appointment and reappointment processes for senior positions.

2 Scope

This Procedure applies to the following senior positions:

- University Senior Executives (Vice-Chancellor, Deputy Vice-Chancellor)
- Contracted Executives (Executive Deans and others)
- Other Senior Appointments as designated by the Vice-Chancellor
- Senior Academic Appointments (Heads of School, Associate Dean, or equivalent).

3 Procedure Overview

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

4 Procedures

4.1 University Senior Executive Appointments (Vice-Chancellor, Deputy Vice-Chancellor)

Appointment to the position of Vice-Chancellor is for a specified period of up to five years, as 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 Deputy Vice-Chancellor is for a specified period of up to five years, as 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).

Conditions of employment for these positions will be incorporated into a comprehensive individual Employment Agreement.

The Remuneration Sub-Committee is responsible for making recommendations to the

Chancellor's Committee on remuneration arrangements and renewal of contracts for University Senior Executive Appointments.

4.2 Contracted Executive Appointments (Executive Deans and others)

Appointments to these positions are for a specified period of up to five years, as determined by the 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 Vice-Chancellor (or nominee) and, in consultation with the Chancellor, include the Chancellor (or appropriate Council nominee).

Conditions of employment for these positions will be incorporated in a comprehensive individual Employment Agreement.

Reappointment to these positions may be approved by the Vice-Chancellor for a specified period of up to five years, subject to the ongoing need for the position and the incumbent receiving a satisfactory performance review.

The Vice-Chancellor will report appointments and reappointments of these positions to Council for Information.

4.3 Other Senior Appointments

Other nominated Senior Appointments will be made for a specified period of up to five years, as approved by the Vice-Chancellor. The recruitment and selection process will be in accordance with the Recruitment and Selection Procedure.

Conditions of appointment for these positions will be incorporated in a comprehensive individual Employment Agreement.

Reappointment to these positions may be approved by the Vice-Chancellor for a specified period of up to five years, subject to the ongoing need for the position and the incumbent receiving a satisfactory performance review.

4.4 Senior Academic Appointments

4.4.1 Head of School

Appointments to the position of Head of School are for a specified period of up to five years, as determined by the Vice-Chancellor.

Normally, University academic Employees at Academic Level D or above will be eligible for Head of School positions and will normally retain a substantive continuing academic appointment.

Conditions of appointment for these positions will be incorporated in a comprehensive individual

Employment Agreement.

Appointment to the positions of Head of School may, in the first instance, be via an internal competitive recruitment process, normally as follows:

- Applications will be called for from eligible Employees within the relevant School within the faculty;
- A Selection Panel will be convened consisting of a minimum of the Executive Dean, a senior school nominee and a representative from another faculty/school to consider the expressions of interest;
- The Executive Dean forwards the panel's recommendation to the Deputy Vice-Chancellor for approval, via the Executive Director (Human Resources) to ensure that the recommendation is in accordance with Policy.

The Executive Director (Human Resources) will inform the incumbent in writing of the conditions of appointment.

At the conclusion of the appointment, reappointment to the position of Head of School may be offered without a recruitment process for one subsequent term for a specified period of up to five years, subject to the ongoing need for the position and the incumbent receiving a satisfactory performance review. Alternatively, the appointment may conclude at the end of the initial term and a new recruitment and appointment process conducted.

Appointment to the position of Head of School will normally be offered for two consecutive terms only. At the conclusion of the second term, a new recruitment and appointment process will be conducted, and may be approved for a specified period of up to five years, subject to the ongoing need for the position.

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

Where an internal recruitment process is not successful in obtaining a suitable appointee, with the Vice-Chancellor's approval, an external recruitment process may be conducted.

The Vice-Chancellor will report appointments and reappointments at Head of School to Council for Information.

4.4.2 Associate Dean (or equivalent)

Appointment to the positions of Associate Dean or equivalent is for a specified period of up to three years, as determined by the Vice-Chancellor.

Normally, academic Employees at USQ Academic Level C or above will be eligible for

Associate Dean or equivalent positions.

A non-superannuable allowance depending on financial and staffing Delegations may apply. The allowance cannot be paid into a professional development fund. On request by the incumbent, the allowance may form part of a salary sacrifice arrangement.

The process for appointment to the positions of Associate Dean or equivalent is normally as follows:

- Expressions of interest will be called for from eligible Employees within the faculty;
- A Selection Panel will be convened consisting of the Executive Dean, a faculty nominee and a representative from another faculty/section to consider the expressions of interest.
- The Executive Dean forwards the panel's recommendation to the Executive Director (Human Resources) to ensure that the recommendation is in accordance with Policy; and
- The recommendation is then forwarded to the Deputy Vice-Chancellor for approval.

The Executive Director (Human Resources) will inform the incumbent in writing of the conditions of the appointment including any allowance payable.

At the conclusion of the appointment, reappointment may be offered without an expression of interest process for one subsequent term for a specified period of up to three years, subject to the ongoing need for the position and the incumbent receiving a satisfactory performance management and development review. Alternatively, the appointment may conclude at the end of the initial term and a new expression of interest and appointment process conducted.

Appointment will normally be offered for two consecutive terms only. At the conclusion of the second term, a new expression of interest and appointment process will be conducted, and may be approved for a specified period of up to three years, subject to the ongoing need for the position.

Where reappointment is not offered, the incumbent will revert to their substantive academic position as at the end date of the appointment.

4.5 General provisions

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.

Appointment and reappointment to senior positions is subject to the ongoing need for the position at the University and the incumbent receiving a satisfactory performance management and development review before reappointment is recommended, except in cases where

reappointment is offered as a result of a competitive selection process.

Remuneration arrangements for Contracted Executive Appointments and Senior Appointments are guided by the Contracted Executive and Senior Appointment Remuneration Principles Schedule.

5 Delegated Responsibilities

Approver	Level of Delegation
USQ Council	Approve appointment and re-appointment to Vice-Chancellor.
Vice-Chancellor	Approve appointment and re-appointment to Deputy Vice-Chancellors, Executive Deans, Contracted Senior Executives, and other nominated Senior Appointments.
Category 2 Delegate	Deputy Vice-Chancellor (Academic) Approve appointment and re-appointment to Heads of School. Approve appointment to Associate Dean or equivalent.

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

Subordinate Schedules	Contracted Executive and Senior Appointment Remuneration Principles Schedule
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure

Approved Date	17/4/2019
Effective Date	17/4/2019
Review Date	3/4/2022
Relevant Legislation	USQ Enterprise Agreement
Related Policies	Recruitment, Selection and Appointment Policy
Related Procedures	Recruitment and Selection Procedure
Related forms, publications and websites	Human Resources Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Employee</p> <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>Policy</p> <p>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.</p> <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p>USQ Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p> <p>Definitions that relate to this procedure only</p> <p>Contracted Executive Appointments</p>

Appointments to positions which typically report directly to a Divisional Head or Council appointed member of the University Senior Executive, and have significant department or section management responsibility. Positions typically hold Human Resources Category 2 or 3 Delegation. Such appointments include roles such as Executive Dean and Executive Director.

Senior Appointments

Appointments to positions which typically report to a Contracted Executive within a Division, however may also report directly to a Divisional Head or Council appointed member of the University Senior Executive. Positions typically hold Human Resources Category 3 or 4 Delegation. Such appointments include roles such as Directors, Heads or Executive Managers. Other positions may be included with the approval of the Vice-Chancellor.

University Senior Executive Appointments

Appointments to those positions appointed and/or approved by University Council. Such appointments include the Vice-Chancellor and Deputy Vice-Chancellors. Positions typically hold Human Resources Category 1 or 2 Delegation and normally operate as Divisional Heads.

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