Document Name

RECRUITMENT OF CASUAL AND CONTRACT ACADEMIC STAFF POLICY AND PROCEDURE

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1   Purpose and Scope

Strategic recruitment allows the College to locate and attract the most suitable person for each position. It supports the appointment of staff who will support the College's values and goals. This procedure is designed to provide a clear and simple process for effective recruitment that meets the needs of each area while also ensuring a transparent and fair process. This procedure covers the appointment of all academic casual and contract staff.

2   Responsibilities

Chief Executive
Academic Director
Manager Human Resources
Heads of Departments

3   Procedure

3.1   Preparation

(a) Review of Needs

Heads of Schools are advised to conduct a review of the need for the position that will take account of:

1. Strategic plans for the area and the College
2. Budget and funding
3. Current staffing structure
4. Qualifications and specialisations needed
5. Any foreseeable changes which may impact on the area or role.

(b) Review of the Position Description and Selection Criteria

Most casual and contract staff at the College are academic staff who are contracted to teach in their area of specialisation during academic sessions. The Heads of Schools, in collaboration with the Academic Director, will keep specific academic needs under review as part of course review, and should include consideration of duty statements and selection criteria as part of this regular review process.

Students may be appointed to some positions, but Excelsia College Policy states that a student cannot be appointed to a position which has access to the personal information of other students.

3.2   Selection

A Head of School, in collaboration with the Academic Director identifies the desired applicant for the casual/contract position which, in most cases, requires very particular specialised expertise, qualifications and experience. The Head of School recruits new or continuing academic staff using the *Appointment of Casual and Contract Academic Staff Eligibility Criteria Checklist*. The majority of the College's lecturing staff are on casual contracts, and so the recruitment procedure needs to be streamlined to enable teaching needs to be filled.

Wherever possible, Excelsia College seeks to employ academic staff with qualifications at least one AQF level higher (N+1) than the level at which they will teach. However, in practice-led disciplines (such as the Creative and Performing Arts) it is common for staff to be highly skilled and experienced in their area of teaching (often with national and international reputations), yet not hold academic qualifications commensurate with their skill level and experience. For this reason Excelsia College takes into account a wide range of skills and experience when employing teaching staff. These skills and experiences include:

1. Work experience in the relevant area, particularly in leadership roles.
2. Professional consulting and authoring of public or professional reports.
3. Professional development including maintaining professional certification, attending professional conferences, seminars and workshops.

4. Professional leadership e.g., as an officer in local, regional, and national associations.
5. Professional performances and the production of creative work.
6. Professional presentations e.g., at local, regional, national or international events and conferences.
7. Service as an active member of a governance board or similar.
8. Publications in peer-reviewed and non-peer reviewed books, journals, conference proceedings, etc.
9. Engagement in other professional duties and responsibilities deemed sufficient to demonstrate currency and standing in the teaching area.

Moreover, regardless of qualification or experience, all academic staff are expected to:

1. have current and extensive knowledge commensurate with the academic level of the course and unit to be delivered and relevant to the subject and professional discipline;
2. maintain their knowledge, standards, capabilities and behaviours at appropriate levels for higher education;
3. be prepared to facilitate student learning at an appropriate academic level;
4. value and promote relevant research, scholarly activity and higher-learning; and
5. be committed to continuing development of professional competencies and experience.

Where a staff member does not hold N+1 qualification(s), but can demonstrate significant and appropriate industrial and/or professional experience directly relevant to the unit/course to be taught (as outlined above), consideration is given to their intended role within the course team, the balance of qualifications and experience held by the team as a whole, and the contribution the staff member would make to the delivery of both theoretical and vocational elements of the course and/or unit. On the basis of this consideration, the Academic Director may approve the appointment of a member of staff not holding an N+1 qualification. Conditions may be placed on this approval, for example, that an appropriate program of staff development and/or study leading to a qualification at a specified level is undertaken.

(a) **Employment of Relatives and Friends**

Excelsia College has a clear commitment to selection based on merit. The employment by a manager of his or her relatives and/or friends is an issue that carries potential problems and therefore may be seen to be contravening the principles of selection based upon merit.

(b) **Relatives**

It will therefore be the policy of Excelsia College that, except with the permission of the Management Committee, no manager is to appoint a relative to any position over which that manager has direct responsibility or influence. This is designed to avoid situations where a manager may be able to show, or be perceived to show, preference or favouritism, or in any way compromise their responsibility to uphold the College's Value of having integrity in all that we do.

For the purposes of this clause the term "relatives" shall include parents, grandparents, children, grandchildren, husband, wife, brother, sister, niece, nephew, son-in-law, step relatives in the same relationship and domestic partners.

(c) **Friends**

If for good reason the appointment of a friend of a manager is to be considered, it is important for the manager to distance him/herself from the appointment process and to avoid having any influence on the selection. Regardless of whether or not the potential appointee is a friend of the manager, the manager has a responsibility to be able to demonstrate that the most reasonable effort has been made to find the best person for the job. The selection decision must be based on assessment of ability to perform duties, and must have no bearing on the existence of a friendship.

(d) **Current Employees**

Every precaution has been taken to ensure that current employees of Excelsia College, who are relatives of Managers/General Managers, are treated in a manner that is free from favouritism or preference. In such cases, the Management Committee has approved the appointment, and has made relevant arrangements for direct reporting matters (such as PR&DP and approval of annual leave) to be the responsibility of another manager, other than that of the relative concerned. For example, where a member of staff is a relative of their Department Manager, and would normally report to that

Department Manager, the staff member may be directed by the Management Committee to report to the Chief Executive instead.

3.3 Approval to Recruit

The Head of School completes *STA-F05 Contract Request Form* for all academic staff, together with all the attachments listed on STA-F05. For continuing staff, include all relevant documents as per the *Appointment of Casual and Contract Academic Staff Eligibility Criteria Checklist*. For new staff, include all relevant documents as per the *Appointment of Casual and Contract Academic Staff Eligibility Criteria Checklist* and *STA-F22 Approval to Recruit New Casual staff*.

The Head of School sends *STA-F05 Contract Request Form* with all required attachments to the Manager Human Resources, **two months prior to the start of the Semester**. The Manager Human Resources checks that all attachments have been included or checks the personnel file to ensure all relevant documents are available and current before forwarding to the Academic Director for approval. These documents will be reviewed and signed off by the Academic Director.

The Academic Director interviews staff if required as per *Appointment Casual and Contract Academic Staff Eligibility Criteria.* Where a staff member does not hold N+1 qualification(s), but can demonstrate significant and appropriate industrial and/or professional experience directly relevant to the unit/course to be taught (as outlined above), consideration is given to their intended role within the course team, the balance of qualifications and experience held by the team as a whole, and the contribution the staff member would make to the delivery of both theoretical and vocational elements of the course and/or unit. On the basis of this consideration, the Academic Director may approve the appointment of a member of staff not holding an N+1 qualification. Conditions may be placed on this approval, for example, that an appropriate program of staff development and/or study leading to a qualification at a specified level is undertaken.

If the Academic Director does not approve the appointment of a candidate after the interview, then the Academic Director debriefs the Head of School. The Manager Human Resources emails rejection letter and the Head of School sources a new staff member.

If *STA-F05 Contract Request Form* is approved, the Manager Human Resources prepares the relevant contract letters and sends to the recruited staff along with all relevant documents as per the *Recruitment Pack Checklist*.

(a) Staff who will invoice for their services

The Manager Human Resources raises the contract letter for contractors and the individual service agreement for casual staff who will invoice for their services, both at the commencement of employment and every year or semester thereafter, depending on the individual arrangement.

(b) Staff who will be on the payroll

The Manager Human Resources raises Letters of Offer of Employment for staff who will be paid via the payroll. The Manager Human Resources forwards two copies of the Letter of Offer and Position Description to the staff member, together with the following forms where these are not already held:

- o Employee Action Form
- o Tax Declaration Form
- o Choosing a Super Fund Form
- o Fair Work Information Statement.

Casual/Contract staff must return their signed contract and other relevant documents within 10 days of receipt. Manager Human Resources notifies the Payroll Office to set up the new employee in the Payroll system.

3.4 Records

The Manager Human Resources files the signed copies of the Letter of Offer, Position Description and other completed forms in the staff file.

The Manager Human Resources notifies the Dean of Quality of the details of the appointment for inclusion in College publications. Needed details are the employee's name, qualifications, and responsibilities (position name and/or teaching responsibilities). This is done by saving the new staff CV in S:\Human Resources\CV for the Dean of Quality to access the information required.

4   References and Documentation

Educational Services (Post-Secondary Education) Award 2010
Approval to Recruit for a New Casual Position
Employee Contract Request Form
Individual Service Agreement
Excelsia College Letter Independent Contractor
Employee Action Form
Tax Declaration Form
Choosing a Super Fund Form
Fair Work Information Statement
Appointment of Casual and Contract Academic Staff Eligibility Criteria Checklist
Recruitment Pack Checklist