

RECRUITMENT OF CASUAL AND CONTRACT ACADEMIC STAFF PROCESS FLOWCHART

Head of School maps out units to be taught during the semester and allocate lecturers accordingly using the Academic Staff Register (ASR) by September. Where there are gaps Recruitment Officer prepares candidates (via recruitment) using the *Appointment of Casual and Contract Academic Staff Eligibility Criteria Checklist*.

3 months prior to the semester: Academic Staff Planning meeting occurs to discuss candidates, HOS selects best fit.

Recruitment Officer prepares *STA-F05 Contract Request Form* for all academic staff. For new staff, include all relevant documents as per the *STA-G19 Appointment of Casual and Contract Academic Staff Eligibility Criteria Checklist*, the Position Description and *STA-F22 Approval to Recruit New Casual staff*. This is sent to the Head of School to fill out via adobe sign.

Recruitment Officer checks the personnel file to ensure all relevant documents are available and current.

STA-F05 Contract Request Form with all required attachments is sent to the Chief Academic Officer for approval.

Paperwork Complete

Paperwork Incomplete

Contract Request Approved

Chief Academic Officer interviews staff if required as per *Appointment Casual and Contract Academic Staff Eligibility Criteria Checklist*.

Contract Declined

Recruitment Officer prepares the contract and sends to the recruited lecturer along with all relevant documents as per the Offer Pack from the Recruitment Pack Checklist.
Recruitment Officer emails HOS to inform when the contract has been sent to the casual or contract lecturer.

Chief Academic Officer debriefs HOS.

Recruitment Officer mails rejection letter.

Recruitment Officer sources a pool of new staff members for HOS to review.

Casual/Contract lecturer must return their signed contract and other relevant documents within 10 days of receipt.

Teaching Quality Review and Development form sent to HOS/Program Director for approval.

Teaching Quality Review and Development form sent to Director of People and Culture.

Teaching Quality Review and Development form approved by CAO.

Casual/Contract lecturer will not be able to be paid without all completed paperwork returned to the Recruitment Officer.

**Lecturers will not be appointed unless:
All relevant interviews are completed
Lecturers return all documentations in a completed form**