Name of Procedure	Recruitment and Selection Procedure
Governing Policy	Recruitment and Selection Policy
Description of Procedure	This procedure provides information and practical advice to support the recruitment and selection of staff at Australian Catholic University. This procedure should be read in conjunction with the Recruitment and Selection Policy.
Procedure applies to	☒ University-wide ☐ Specific *(outline location, campus, organisational unit, etc)*
	☒ Staff only ☐ Students only ☐ Staff and students
Procedure Status	☐ New Procedure ☒ Revision of Existing Procedure

Approval authority	Vice-Chancellor and President
Governing authority	Chief Operating Officer
Responsible officer	Director, Human Resources

Approval date	1 April 2009
Effective date	1 April 2009
Approval date of last revision	9 July 2018
Effective date of last revision	9 July 2018
Date of policy review*	9 July 2019

unless otherwise indicated, this policy will still apply beyond the review date

Related legislation, policies, procedures, guidelines and local protocols	Academic Performance Matrices and Evidence Framework Academic Workload Policy Appointment of Overseas Staff Policy Appointment of Staff Policy Capability Development Framework Code of Conduct for all Staff Delegations of Authority Policy and Register Equal Opportunity Policy Expressions of Interest Policy Flexible Working Arrangements Hiring for Mission Internal Secondment Policy Interview Details Form Privacy Statement Position Classification for Professional Staff Policy

	Position description template
	Probation Policy for Continuing Academic Staff
	Probation Policy for Fixed-Term Academic Staff
	Probation Policy for Professional Staff
	Recruitment and Selection Policy
	Redeployment, Redundancy and Voluntary Retirement Policy
	Reference Check template
	Retention and Disposal Schedule
	Service Excellence Framework
	Staff Appeals Policy
	Staff Transfer Policy

Contents

Introduction

"Those who apply for employment at Australian Catholic University honour us. They are not only enquiring about the kind of place ACU is, they are also choosing to put themselves forward as potential members of our community"[1].

Every recruitment activity is an opportunity to make a selection decision that is 'Fit for Purpose'. That is, a decision that is consistent with the mission and values of the organisation, one that is strategically aligned and meets the organisational unit's business requirements now and into the future.

ACU's recruitment and selection policy and procedures, together with its mission and values are designed to underpin and support the achievement of ACU's strategic objectives. These procedures assist those involved in the recruitment and selection process to navigate the external and internal environments in which ACU operates.

In order to realise its student enrolment plan, have a strong research culture and a culture of excellence, ACU must be flexible and agile in identifying talent pipelines and in attracting and retaining a high performing, productive and engaged workforce to meet the challenges of a competitive and changing domestic and global higher education market.

These procedures support the recruitment and selection process and provide information and practical advice for all those involved and should be read in conjunction with the **Recruitment and Selection Policy** (the Policy). Consistent with the Policy, these procedures apply to continuing and fixed-term appointments of Academic Level A to D, and Professional staff Levels 1 to 9.

These procedures provide an overview of the recruitment and selection process and cover the following four (4) key elements:

- Preparing to Recruit;
- Advertising;
- Selection; and
- Appointment.

It is vital to select high quality candidates, as poor selection decisions can impact financially, on productivity and/or on team performance and morale.

At the end of each of the four (4) key elements outlined in these procedures there are notes that expand on the process.

Under the heading "Other Relevant Information" at the end of this document are listed relevant policies, procedures, guidelines and templates. It is important that this information is considered and accessed, where relevant, as other policies may further inform or impact the recruitment and selection process.

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[1] Hiring for Mission, 2013

Overview

Overview of the Recruitment and Selection Process

Preparing to Recruit	Advertising	Selection	Appointment

Workforce Needs

Consider how the position fits with their workforce profile; strategic plan, relevant enabling frameworks, organisational unit and/or operational plans; and any key organisational priorities

Position Description

Determine currency and validity of position description.

Sourcing and Advertising Strategy

Consider:
- Networks
- Social Media
- On-line Job Boards
- Print Media
- Specialist Media
- Recruitment Agency

Manager online

Includes:
- New job request with online approvals
- Position Description

Selection Panel Composition

- Confirm composition
- Verify 'Role of the Chair' training undertaken

Position Advertised

- Acknowledge applications received
- Respond to enquiries

Selection Panel Assessment

- Shortlist
- Conduct interviews and any other assessment

Candidate outcome on Manager online

Including:
- Notes on all candidates interviewed and ranking
- Referee reports
- Appointable candidate(s)

Successful Candidate

- Pre-employment checks
- Offer
- Candidate accepts

Unsuccessful Applicant

- Advise unsuccessful candidates after interview
- Offer feedback and provide if requested.

Conclusion of Recruitment Process

On-Boarding

Probation

PREPARING TO RECRUIT

Determining Workforce Needs

When preparing to recruit, the Hiring Manager determines how a position contributes to:

- Their workforce profile;
- The strategic plan, relevant enabling frameworks, organisational unit and/or operational plans; and
- Any key organisational priorities to ensure the University has a sustainable staffing profile that meets the changing needs of the University's operations.

Position Description

When preparing to fill an existing vacancy, the Hiring Manager shall undertake Job Analysis by reviewing the existing position description to determine if any changes are required.

When a new position is required, the Hiring Manager shall design the new job (known as Job Design) and document the position requirements in the position description. Job Design determines the way work is organised and performed and considers the total work environment and work management practices.

These can be broken down into the position purpose, key responsibilities and contribution, key challenges and problem solving, decision making/authority to act, communication/working relationships, reporting relationships, competencies, skills, knowledge and experience required of the position.

When creating a position description it is necessary to understand:
- the inherent requirements of the position to determine the tasks and accountabilities required;
- relevant organisational core competencies guided by the ACU Capability Development Framework;
- relevant service principles which underpin service delivery at ACU guided by the Service Excellence Framework; and
- for academic positions the expectations of the Academic Level and Academic Career Pathway guided by the Academic Performance Matrices and Evidence Framework.

Once determined, the selection criteria need to be developed; that is, a consideration of how candidates are going to be assessed for their skills, knowledge and experience against these requirements and their ability to meet the expectations at each relevant level.

Selection Criteria

Selection criteria should:

- be designed to ensure a broad field of qualified and experienced applicants can be considered;
- be specific about any prerequisites for the position e.g. qualifications, professional registration, working with children (vulnerable people in the ACT) check clearance, etc;
- be used to assess the suitability and merit of applicants at all stages of the selection process;
- provide a consistent set of standards for all applicants which can be observed or measured as a structured means of comparative assessment;
- be consistent with the mission and values of ACU;
- consider relevant organisational core competencies; and
- for academic positions, reflect performance expectations for the Academic Level and Academic Career Pathway guided by the Academic Performance Matrices and Evidence Framework.

Selection criteria for all positions shall include the following requirements:
- *Demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission;*
- *Demonstrate commitment to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.*

For positions involving working with children or vulnerable people Recruitment Services will discuss and incorporate the relevant selection criteria applicable to the State or Territory jurisdiction.

The Hiring Manager must ensure all new professional staff positions have been classified in accordance with the Position Classification for Professional Staff Policy (as applicable).

Job Analysis is a systematic procedure for obtaining and analysing detailed and objective information relating to the requirements of a position as it has been performed and comparing this with what is required to be performed in the future.

Job Design involves considering the tasks, skills and experience required of a new position and the level at which these tasks will be undertaken. This is to be considered within the context of how the position will fit within the current organisational unit structure, reporting lines and the position's responsibility for managing or supervising staff.

Selection criteria may not be changed between the time of advertisement and the time of appointment. If position requirements change significantly, a new recruitment process may be required.

Attraction and Sourcing

In attracting quality talent to ACU, Hiring Managers need to understand exactly "who" they wish to attract, "why" and "how" they might attract the best talent. In an increasingly competitive marketplace, the "what" we are is the differentiator that sets ACU apart from any other higher education employers.

All ACU staff must be able to articulate the unique characteristics, benefits and ways of working that reflect an appealing, yet realistic employment value proposition to prospective talent, now and future.

ACU's new starter survey identifies a large proportion of new employees learnt of their position through ACU employees, colleagues and associates. This confirms that ACU staff play a key role in attracting and sourcing quality talent.

A Hiring Manager considers the appropriate sourcing options for recruiting talent based on the following:

- internal secondment or transfer;

- a redeployee;

- an Expression of Interest process;

- a direct appointment, or

- internal or external advertising.

The Hiring Manager may also consider whether talent is sourced internationally.

Note

When making an approach to potential applicants within professional or academic networks, it is important to make clear that applicants are being invited to apply for an advertised position and that every application will be treated on the same basis as all other applicants. All applicants apply for positions online through the ACU Careers website, except where the University has engaged an external recruitment agency to source talent.

International candidates, who do not have work rights in Australia and are successful, will be required to successfully apply for the relevant working visa.

ADVERTISING

In addition to utilising professional and academic networks as a source of talent, a range of complementary advertising options may be considered including on-line job boards, print, specialist and social media.

Professional social media platforms such as LinkedIn are useful to attract and source talent for current and future employment opportunities at ACU.

All continuing and fixed-term positions of greater than two (2) years' duration are normally advertised externally. Exceptions to this are detailed in Appendix 1.5.

New Job Request and Approval

The Hiring Manager submits a New Job request using the Manager Online – Recruitment portal, and attaches the position description. The New Job will be submitted for online review and approval to the delegated officer.

Note
Positions should normally be advertised for a minimum of 10 working days, although academic positions are normally advertised for a longer period, particularly if talent is being sourced internationally.

The Hiring Manager may accept late applications for an advertised position at their discretion.

Selection Panel Composition and Responsibilities

Prior to advertising, the Hiring Manager discusses with the relevant Member of the Executive, the composition of the Selection Committee (see Appendix 1.4).

The Hiring Manager liaises with the proposed Selection Committee members regarding their availability for short-listing and interviews and their willingness to fully participate in all aspects of the selection process.

The respective roles and responsibilities of the Hiring Manager, Chair and all Selection Committee members are summarised in appendices 1.1, 1.2 and 1.3.

Notes

The same Selection Committee should be used for all stages of the selection process other than in exceptional circumstances.

An additional member may be appointed to assist the Selection Committee where a position is identified, for example, as an Aboriginal and Torres Strait Islander employment opportunity.

Position Advertised

The Hiring Manager is normally the contact for applicant enquiries. This also provides an opportunity for the Hiring Manager to articulate not only behavioural skills and experience required, but also promote other aspects such as the culture of ACU.

Note

Once a position has closed for applications, communication with applicants is normally managed by Recruitment Services, until the Selection Committee selects a preferred candidate.

SELECTION

The Chair and all Selection Committee members will be able to view all new applications at the time they are submitted through Manager Online – Recruitment. Recruitment Services will provide any supporting information to the Selection Committee following the closing date.

The Chair will lead a short-listing meeting to discuss the Selection Committee comments and scores.

Selection Committee Assessment

Short-list

The Chair briefs Selection Committee members on their responsibilities and legislative obligations (equal opportunity, confidentiality and privacy requirements), and any perceived conflict of interest.

The Chair and Selection Committee members review, score and provide comments for each candidate using Manager Online – Recruitment.

The Chair manages the short-listing process and submits the Candidate Outcomes using Manager Online – Recruitment.

The Chair, in consultation with the Hiring Manager determines whether any supplementary assessment and/or selection methods are required in addition to assessment through structured interviews (refer to Appendix 1.2).

The Chair forwards the completed interview details form to recruitment@acu.edu.au

Note

It is advisable to schedule the short-listing meeting at least five (5) working days after the closing date to allow for the assessment of all applications.

There is no set number of applicants who should be interviewed; however, it is recommended that the Selection Committee limit the short-list to a practical number relative to the position

being selected. The Selection Committee may consider a 'second ranked' list of applicants should more highly ranked applicants withdraw from the process.

If an internal applicant is not short-listed, they should be provided with feedback by the Chair, prior to the date of interview of the preferred applicants.

If the Selection Committee cannot reach a consensus on the short-list, the reasons for this must be documented throughout the short-list process.

Interview

The Chair is responsible for leading and maintaining the record of the interview process.

Appropriate notes are maintained as a record of the interview and decisions made should the process be subject to a complaint (Grievance) or a Staff Appeal. The notes also provide information for feedback to candidates at a later date.

All members of the Selection Committee participate in interviewing the short-listed candidates. If any Selection Committee member is unable to personally participate in interviewing all candidates, their views may not be taken into account in making the final selection decision.

At the conclusion of the interview process, Selection Committee members individually rate, rank and discuss each candidate as 'appointable' or 'not appointable', with the aim of reaching consensus on a preferred candidate. 'Appointable' candidates should be rank ordered to support the use of eligibility lists.

Note

The interviews should be scheduled at least five (5) working days after short-listing to allow for candidates to be contacted and interview preparation to take place.

Each interview should be allocated the same length of time, except where special arrangements have been made to accommodate the reasonable adjustment needs of an applicant with a disability.

The Selection Committee members should make themselves familiar with the "Hiring for Mission" paper and include an appropriate mission and identity question.

Candidates should not be questioned in a way that implies, or could be taken to imply, unfair or discriminatory attitudes to the applicant's age; sex; marital/ relationship status; sexual orientation; pregnancy; intersex status; carer/family responsibilities; impairment; disability; racial; industrial, political or trade union activity; or national extraction or social origin.

Structured behavioural interview questions are one of the more valid and effective selection techniques, based on the assumption that past behaviour is the best predictor of future behaviour. Behavioural question examples expand the interviewers understanding of a candidate's work history, experience, knowledge and motivation.

Interview questions need to follow a format in which each applicant is asked the same core questions against the selection criteria. Committee members can probe further in order to clarify and explore deeper into a candidates response.

Supplementary Assessment and Selection Methods

In addition to the written application and interview process, there are a number of other assessment methods that can be used either before or after an interview. Some commonly used methods include:

- Work exercises – written exercises, presentations, case studies.
- Work related simulations – work sample exercises, role plays or problem solving scenarios.
- Tests – ability tests such as verbal and numeric reasoning or administration.

These methods need to be designed to ensure that the information gathered is relevant to the key selection criteria determined for the position.

If additional assessment methods are used, all applicants should be notified and briefed when advised that they have been short-listed. The same assessment methods will be applied to all short-listed candidates.

The Recruitment Services team can advise as to the suitability of any of these methods relative to the position advertised.

Candidate Outcome

The Chair of the Selection Committee submits each Candidate Outcome using Manager Online – Recruitment. . It is important that the Committee's recommendation identifies each candidate as 'appointable' or 'not appointable' based on the selection criteria and requirements of the role.

If a member of a religious congregation is the preferred candidate, appointment is subject to formal arrangements being confirmed with the congregation. Such arrangements are subject to a Services Agreement between the University and the religious congregation.

Appointment to a position which involves teaching theological subjects may not be finalised until the Local Ordinary endorses the appointment, according to the procedures laid down by the University in this regard.

Referee Checks

The Chair (or Hiring Manager) conducts referee checks of the most competitive candidates (normally only the preferred first candidate) to clarify, confirm or counterbalance information already obtained from the interview.

Pre-employment Checks

A candidate recommended for appointment must provide evidence of their legal right to work in Australia (Passport or Birth Certificate). Offers of appointment to international candidates are subject to obtaining a relevant visa to enter and work in Australia.

Where qualifications (or equivalent relevant academic or professional practice based experience or expertise), professional memberships and registrations, working with children (vulnerable people in the ACT) check clearance and teacher registration certificates are requirements of a position, the Chair or Hiring Manager must sight the original documents and certify copies by signing and dating them. Qualifications and Evidence of Professional Experience is a requirement of the Higher Education Standards Framework.

Probation

The Hiring Manager must identify any probationary requirements in accordance with the relevant Probation Policy (as applicable).

Note

It is not appropriate to approach persons other than the nominated referees without permission from the candidate. To do so would breach confidentiality and one or more of the Australian Privacy Principles as set out in the *Privacy Act 1998*.

The selection decision may not be finalised until referee checks are conducted and pre-employment checks and evidence of qualifications are provided.

The Chair of the Selection Committee completes the Offer Recommendation for Approval through Manager Online – Recruitment. The referee reports and Committee Recommendation Report are also attached to the Offer Recommendation for Approval section of Manager Online – Recruitment.

Occasionally a candidate for appointment is in the process of gaining a recognised qualification, evidence of relevant academic or professional practice, professional membership and/or registrations. Where this does not immediately impact on the candidate performing the inherent requirements of the position, or meeting other requirements of the University, the probationary criteria will need to clearly stipulate the nature of the requirement and the time frame or date by which it will be achieved. The letter of appointment will also specify that ongoing employment is dependent on producing or achieving the requirement by the timeframe or date specified.

A verbal offer may not be made to the successful candidate until approval has been given by the delegated officer.

Eligibility Lists

When a competitive selection process has been held for an advertised position, an eligibility list may be established detailing all 'appointable' candidates. It may be used should a subsequent or additional appointment need to be made or to fill a vacant position which has similar duties at the same level of appointment; normally within six (6) months from the date of the Selection Committee decision.

Unsuccessful Candidate(s)

The Chair or Hiring Manager is responsible for providing feedback to unsuccessful candidates after interview, especially if they are an internal applicant.

Recruitment Services will advise all unsuccessful candidates in writing.

Re-advertisement

Should the Selection Committee determine that there are no suitable applicants to progress to interview or candidates for appointment, the Hiring Manager may consider, in discussion with a member of Recruitment Services:

- re-advertising the position; and/or
- other sourcing options; or
- engaging an external recruitment agency.

APPOINTMENT

Offer

Once the Offer for Recommendation for Approval has been approved the Chair (or Hiring Manager) contacts the successful candidate to make a formal verbal offer of appointment. If there is further negotiation of a start date and salary, the Chair (or Hiring Manager) will need to advise Recruitment Services to prepare an updated offer of appointment.

Note

The terms and conditions of the offer of appointment must be consistent with those advertised.

Under no circumstances should a person commence working at the University without a signed and accepted offer of appointment.

Recruitment Services will make a formal on-line offer of appointment to the successful applicant together with necessary employment documentation.

Non-appointment to a Position

Should the Selection Committee determine that none of the interviewed candidates meet the selection criteria, no appointment should be recommended. A Committee Recommendation Report must still be completed to document the process and inform notification to all unsuccessful candidates.

Conclusion of Appointment Process

Recruitment Services finalise the recruitment and selection process by:

- closing the job in Manager Online - Recruitment
- destroying any applications and references other than the originals;
- filing all papers related to an appointment and securely holding all unsuccessful applications for two (2) years prior to their destruction;
- creating a personal file, held in Human Resources, for the successful applicant, including all relevant information;
- creating an employment record; and
- liaising with the Hiring Manager concerning the management of a staff member's on-boarding and induction tasks.

Privacy

It is the policy of ACU to respect the confidentiality of information and the privacy of individuals. ACU is bound by the Australian Privacy Principles (APP) contained in the *Privacy Act 1998*. Information is to be kept for no longer than is necessary for the purposes for which the information may lawfully be used; reasonable steps should be taken to protect the personal information held from misuse and loss, and from unauthorised access, modification or disclosure. Personal information should be disposed of securely and in accordance with ACU requirements for the retention and disposal of such information.

On-boarding

Once the successful candidate has accepted the offer of employment the on-boarding process is initiated. The Hiring Manager and Employee will have assigned tasks and actions, including new employee documentation, to complete prior to and upon commencement of employment. The Hiring Manager can manage these tasks and their completion within Manager Online – Recruitment. As part of the on-boarding process, the work unit will be prepared for the staff member's arrival, and relevant equipment and IT and security access will be arranged by the nominated supervisor.

A new staff member is required to complete all components of the Induction Program which includes 1on1 with the nominated supervisor, E-Induction, U@ACU workshop and E-Essentials in the timeline outlined in the offer of employment.

OTHER RELEVANT INFORMATION

Revisions made to this Procedure

Date	Major, Minor or Editorial	Description
31 October 2016	Minor	Revisions include reference to Capability Development Framework, Service Principles and Academic Performance Matrices, and, change in process arising from PageUp improvements.
9 July 2018	Editorial	Change wording from ACU Service Matter Framework and Service Principles to Service Excellence Framework.

The University may make changes to these procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about these Procedures may forward their suggestions to Recruitment Services.

Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit **Service Central.**

APPENDIX 1

1.1 Role and Responsibilities of the Hiring Manager

When preparing to recruit the Hiring Manager:

- considers the workforce profile of the organisational unit;
- considers the position in the context the strategic plan, relevant enabling frameworks, organisational unit and/or operational plans;
- considers the position on the context of any key organisational priorities;
- determines the availability of funding for the position;
- identifies any prerequisites for the position e.g. qualifications, professional registration, working with children (vulnerable people in the ACT) check clearance, etc;
- undertakes job analysis to review the requirements of an existing position or job design when creating a new position prior to advertising (assistance may be requested from Human Resources Advisory Services);
- ensures professional staff positions have been classified in accordance with the Position Classification for Professional Staff Policy (as applicable);
- considers the relevant organisational core competencies guided by the ACU Capability Development Framework;
- considers relevant service principles which underpin service delivery at ACU guided by the Service Excellence Framework;
- determines the Academic Level and Academic Career Pathway and considers the relevant performance expectations described in the Academic Performance Matrices and Evidence Framework;
- considers if the position is required or able to teach the Core Curriculum;
- determines attraction and sourcing strategy (in consultation with the Recruitment Services);
- determines whether or not the position is required to be externally advertised (which may be undertaken by a recruitment agency), directly appointed or appointed through an Expression of Interest process;
- determines the appropriate timeframe for recruitment and selection.

When preparing to advertise the Hiring Manager:

- accesses Manager Online – Recruitment and completes the 'New Job' request and finalises the position description;
- submit the New Job request with the appropriate approval process;
- forms a Selection Committee, which conforms to University requirements in consultation with the relevant Executive member (in consultation with the Chair);
- consults with Selection Committee members regarding their availability for short-listing and interviews and their willingness to fully participate in all aspects of the selection process;
- is available to respond to queries from applicants during the advertising process.

When preparing to select, the Hiring Manager:

- schedules short-listing meetings and interviews (in consultation with the Chair); and
- obtains authorisations in accordance with Delegations of Authority Policy and Register.

When appointing a candidate, the Hiring Manager:

- identifies any probationary requirements in accordance with the relevant Probation Policy.

1.2 Role and Responsibilities of the Chair of the Selection Committee

The Chair of the Selection Committee may also be the Hiring Manager.

When preparing to select a candidate, the Chair:

- responds to applicant enquiries;
- chairs all meetings and discussions of the Selection Committee;
- briefs Selection Committee members on their obligations under legislation and University policy and procedures; including equal opportunity, confidentiality and privacy requirements;
- manages the short-listing process;
- provides verbal feedback to any internal applicants not short-listed (or delegate);
- prepares the format of the interview;
- documents the Selection Committee's recommendations after interview in Manager online;
- conducts referee checks or delegate a nominated member of the Selection Committee to conduct referee checks; and
- keeps appropriate notes of the end to end recruitment process.

When appointing a candidate, the Chair:

- obtains, sights, verifies and confirms all qualifications and work rights and where applicable, professional memberships and registrations, working with children (vulnerable people in the ACT) check clearance, etc;
- identifies any probationary requirements (in consultation with Hiring Manager);
- completes the Offer Recommendation for Approval for online approval by the delegated officer, together with referee reports.
- contacts the successful candidate (following authorisation) to offer the position and confirm the process of appointment;
- provides verbal feedback to all unsuccessful candidates after interview (or Hiring Manager); and
- is accountable to any appeal lodged by a candidate in relation to the recruitment process.

1.3 Role and Responsibilities of all Members of the Selection Committee

Selection Committee members:

- commit to, attend and contribute to discussions in relation to all stages of the recruitment and selection process;
- assess internal candidates on an equal basis with external candidates;

- short-list applicants against an assessment of the essential and desirable selection criteria to determine those who will progress to interview and further assessment (where applicable);
- understand all aspects of the position being recruited for;
- actively participate in the interview process by asking relevant questions and probing candidates;
- ensure conduct is in accordance with legislation and policy;
- endeavour to reach a consensus on the assessment of all candidates; and
- ensure activities are consistent with merit, equal opportunity principles, confidentiality and privacy.

1.4 Composition of Selection Committees

The composition of Selection Committees for Professional Staff positions will normally be:

- the Hiring Manager of the advertised position;
- at least <u>one</u> (1) member who understands the requirements of the position;
- <u>one</u> (1) member from outside the immediate work area who may be from ACU or another institution.

The composition of Selection Committees for Academic Staff positions will normally be:

- Executive Dean or nominee of the Executive Dean (Chair);
- National Head of School;
- <u>one</u> (1) member of a cognate discipline, either from within or external to the University;
- an elected staff member from the Faculty/School at the same or higher level than the advertised position*;
- another appropriate person from within ACU (optional).

The Faculty/School determines the election process.

1.5 Exceptions to Externally Advertise

All vacant positions shall be externally advertised, except where:

- a position is filled on a casual or sessional basis;
- a position is filled on a fixed-term contract for a period of up to two (2) years, in which case advertising is not mandatory;
- the vacant position is being considered as part of a redeployment process under the University's redeployment provisions;
- a person is named on a grant-funded position. Persons named on grants may be appointed for the period for which funding is guaranteed;
- a recruitment agency is contracted to conduct a search in order to fill a position, in which case advertising is normally undertaken by the recruitment agency;
- a studentship is to be offered to an ACU doctoral student for a period of up to two (2) years; or
- other exceptional circumstances in which a Member of the Senior Executive waives the requirement to advertise a vacant position.

A Member of the Executive may approve restricting advertising to within the University under certain circumstances. Such advertising is limited to positions at or below Lecturer Level B for Academic Staff and positions at or below HEW Level 7 for professional staff. For classifications above these levels only a Member of the Senior Executive may approve restricting advertising to within the University. All requests to restrict advertising to within the University must be supported by a written rationale.

Internally restricted positions shall be open only to current employees of the University. Eligible employees include continuing, fixed-term, or casual and sessional staff members at the time of advertisement.

Whilst the requirement to externally advertise can be waived, there is an expectation that the Hiring Manager will ensure that the selection process is conducted in accordance with these procedures, including when a direct appointment is made.