

Name of Policy	Organisational Structure Policy
Description of Policy	This Policy outlines the Organisational Units of Australian Catholic University and the related leadership structure.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/> <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	This Policy has been updated to reflect the University's changed organisational structure.

Approval Authority	Vice-Chancellor
Governing Authority	
Responsible Officer	Director, Human Resources

Approval Date	October 2009
Effective Date	
Date of Last Revision	
Date of Policy Review*	

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	
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1. Background Information

Organisational Units are the core academic and administrative units led by the Vice-Chancellor, Provost, Chief Operating Officer or Deputy Vice-Chancellor. These Organisational Units are an area of responsibility published on the University's Organisational Chart.

2. Policy Statement

The leaders of Organisational Units are the University's Members of the Executive, and are listed below:

'Member of Senior Executive' is defined as the following positions:

Vice-Chancellor
Provost
Chief Operating Officer
Deputy Vice-Chancellor (Research)
Deputy Vice-Chancellor (Students, Learning & Teaching)

'Member of the Executive' is defined as the positions which normally report to either the Vice-Chancellor or a Member of the Senior Executive, and having staffing and supervisory responsibilities:

Associate Vice-Chancellor (Brisbane)	Academic Registrar
Associate Vice-Chancellor (Melbourne)	Director, Libraries
Associate Vice-Chancellor (Sydney)	Director, Learning & Teaching Centre
	Executive Manager, Office of Student Success
Campus Dean (Ballarat)	Project Leader, Student Engagement & Services
Campus Dean (Canberra)	
Executive Dean, Education & Arts	Director, Identity & Mission
Executive Dean, Health Sciences	Executive Director, International
Executive Dean, Law & Business	Director, Marketing & Communications
Executive Dean, Theology & Philosophy	Director, Student Recruitment & Client Services
Dean of Research	Director, Planning & Strategic Management
Director, Centre for Indigenous Education & Research	Director, Finance
Director, Centre of Professional & Executive Education	Director, Human Resources
Director, Institute for Advancing Community Engagement	Executive Director, Infrastructure
	Director, Information Technology
	Director, University Properties
	Director, Governance
	General Counsel
Dean, La Salle Academy of Religious Education	
Dean, Thomas More Law School (Academy of Law)	Chair, Academic Board

Functional Units are units that are subordinate to and form part of an organisational unit. They are normally led by an officer of the university who undertakes the responsibilities of a position with a title such as manager, National Head of School/Research Institute Director etc. Leaders of functional units have some formal delegations and potentially some appropriate and allowable sub delegations within the organisational unit line of responsibility. Heads of Functional Units report through a Member of the Executive.

3. Supervisors

A "Supervisor" at the Australian Catholic University is not defined by either academic or Professional Staff classification level or grade. A supervisor performs a role required by the University as defined in the current enterprise agreements. There are three principal categories of supervisors at ACU.

3.1 Nominated Supervisors

A Nominated Supervisor is a member of staff who is formally assigned the responsibility of supervising one or more staff members or a group of staff. At Australian Catholic University, a nominated supervisor is the head of either an organisational unit or a functional unit. The expectation of the University is that any staff member appointed to the role of head of an organisational unit or head of a functional unit shall supervise staff.

An Academic Staff member who is a chief investigator, a principal investigator or a co-investigator (or equivalent) of an externally funded research grant and/or who is responsible for the supervision of allocated research staff, will normally be the nominated supervisor of staff employed to undertake the work described in the grant or research project, subject to the creation of a functional unit approved by the relevant Member of the Executive.

Nominated supervisors are responsible for academic and/or administrative unit leadership. They are, for example, responsible for monitoring the performance of staff and for providing assistance to staff whose performance is assessed as requiring improvement. They also hold formal and explicit delegated authority as officers of the University for a range of legal, statutory, administrative, educational, financial and other resourcing matters. They are responsible for planning Organisational Unit or Functional Unit work directions and they are accountable for associated performance outcomes.

In line with the current enterprise agreements effective at the University, all staff on being appointed to the University are advised in writing of their nominated supervisor.

3.2 Assistant Supervisors

An Assistant Supervisor is a member of staff who is assigned by a nominated supervisor the responsibility for supervising day to day tasks within the functional unit and as delegated by the nominated supervisor. At Australian Catholic University this may, for example, be a person appointed to a position with a title of Deputy Manager, Team Leader, Coordinator or Roster Supervisor etc. Assistant supervisors do not hold explicit delegations consistent with the requirement of relevant University policies, procedures, industrial agreements and financial management provisions. They may, however, have delegated responsibility from the nominated supervisor for some operational tasks within a functional unit or for other purposes where formal sub-delegation is allowable through an official policy of the University.

Assistant supervisors may also, for example, assist the nominated supervisor in monitoring the performance of staff and for providing assistance to staff whose performance is assessed as requiring improvement. They may also assist set functional unit plans and with the monitoring of functional unit performance to achieve desired outcomes.

3.3 Alternate Supervisors

An Alternate Supervisor is a member of staff, other than a nominated supervisor, who in exceptional circumstances following the approval of the Vice-Chancellor, is appointed to supervise an Academic Staff member for a temporary period or on an ongoing basis. It is a term used only in the case of Academic Staff. Once an alternative supervisor is appointed she/he acts in an equivalent capacity to a nominated supervisor in all regards.

4. Policy Review

The University may make changes to this policy and 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 this Policy may forward her/his suggestions to the Human Resources Advisory Service.

5. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult her/his nominated supervisor who is responsible for the implementation and operation of these arrangements in her/his work area. Should further advice be required staff should contact the Human Resources Advisory Service, HR@acu.edu.au or extension 4222.