LEVEL E APPOINTMENTS PROCEDURE

SCOPE

This procedure applies to the recruitment of all professorial fixed-term and continuing academic staff to the University's Australian campuses with the exception of:

- fixed-term positions for less than 12 months;
- direct appointments made in accordance with the Direct appointments procedure; and
- eminent professorial appointments made in accordance with the Eminent appointment procedure.

In this procedure, the Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019.

PROCEDURE STATEMENT

Professors at the University provide academic leadership in a number of ways including research and scholarship, teaching, leadership and management, and professional and community service. Teaching, learning, research and scholarship are the cornerstones of professorial achievement.

The professorial recruitment procedure outlines the process required to be undertaken to appoint a person to an advertised position of professor at the University ('us', 'our' or 'we'). Appointments must be made on the basis of merit, applying the principle of achievement relative to opportunity and adhering to the principles of equity and equal opportunity employment.

All advertised recruitment activities should be undertaken via *Rex*, the University's e-Recruitment system (excluding recruitment of eminent professorial appointments).

1. Recruitment to an advertised position of Professor (Level E)

1.1 The following is a step-by-step procedure for recruiting to an advertised professorial position.

2. The hiring manager identifies the need to recruit to a new or vacant position

2.1 Where there is a need to fill a new or vacant position, the hiring manager will:

- ensure that the position has been established by the appropriate delegated authority; and
- ensure that funding is available.

3. The hiring manager discusses the requirements of the role with the HR Business Partner

3.1 The HR Business Partner will provide advice to the hiring manager on all aspects of the proposed position including:

- workforce planning,
- attracting a diverse field of candidates,
- selection committee membership,
- the appropriate mode of employment,
- the relevant level of superannuation, and
- and whether any pre-employment checks are required for the position (Employment Checks and Working with Children Checks).

3.2 The HR Business Partner will ensure this advice is provided in accordance with the requirements of the Enterprise Agreement.

4. The hiring manager or the HR Business Partner initiates the recruitment action

4.1   The hiring manager or the HR Business Partner will:

- enter information regarding the requirements for the position into the Job Request; and
- upload the position description, and statement of support for the position.

5. Monash HR finalises the recruitment details in Rex

5.1   Monash HR will administer the recruitment activity and will contact the hiring manager to advise they will be coordinating the process from this point on.

5.2   Monash HR will:

- complete the Job Request; and
- ensure that all the requirements of the position are accurately reflected in the position description and relevant recruitment documentation.

6. The delegated authority approves the requisition

6.1   Once all the details have been finalised by Monash HR, the completed Job Request will be sent electronically via Rex to the Manager, Remuneration and Senior Appointments, Monash HR who will conduct a quality review of the position description, advertising text and business case.

6.2   If the role is an education-focused role or a practice academic role, the Manager, Remuneration and Senior Appointments will ensure that the Job Request is endorsed by the Vice-Provost (Learning and Teaching) or Vice-Provost (Academic Performance) respectively.

6.3   The requisition will then be sent to the Provost (and Vice-Chancellor for new positions) for approval prior to the advertising process commencing.

7. Monash HR advertises the position

7.1   When the Job Request has been approved by the delegated authority, Monash HR will coordinate the advertising of the position. The standard advertising period is six weeks.

7.2   Monash HR will advise the hiring manager of any recruitment restrictions or senior managerial directives applicable to the particular recruitment activity.

7.3   Monash HR will administer the process for advertising the position. This includes:

- liaising with the University's Placement Coordinator to identify any suitable redeployees (in accordance with the Redundancy and redeployment procedure);
- advising the hiring manager on any current advertising restrictions or other relevant operational practices;
- providing advice on the appropriate sourcing of candidates;
- ensuring the sourcing strategy is designed to attract a diverse field;
- considering the strategies outlined in the targeted search plans for the recruitment of women webpage;
- liaising with the hiring manager on any particular advertising requirements for the position; and
- administering the placement of online advertisement/s.

7.4   Any print advertising must be arranged in consultation with Monash HR and if required in consultation with the Office of Marketing and Communications.

7.5   There will be no cost to the faculty for any advertising on our internal job board and various external job boards with which we have a standing account (e.g. Seek, UniJobs). Any advertising on job boards that are not centrally-funded or in the print media must be approved by the employee with the relevant financial delegation in the faculty and paid by the faculty.

8. The Selection Committee is convened

8.1   Monash HR will:

- seek the Dean's nomination of faculty members and an external member for membership of the Selection Committee;
- ensure that the proposed Selection Committee membership meets the requirements of this procedure;
- record the Selection Committee members in Rex; and
- provide procedural advice and support to the chair throughout the selection process

8.2 The Professorial Selection Committee is chaired by the Dean who will ensure that the selection process in conducted in accordance with the requirements of this procedure.

8.3 The membership of a professorial Selection Committee is as follows:

- Dean (Chair);
- Provost or nominee;
- two professors of the faculty (or other senior academic employee) from a relevant discipline;
- President of Academic Board or professorial nominee (from a faculty other than the faculty where the position exists); and
- One external member (i.e. external to the University) recommended by the Dean and approved by the Provost*.

*An additional external member may be included in the membership of the professorial Selection Committee if proposed by either the Dean or Provost

8.4 For appointments at president-led campuses, the Pro Vice-Chancellor is included as a member of the Selection Committee.

8.5 In particular circumstances, additional member(s) may be co-opted to ensure sufficient disciplinary or academic focus expertise.

8.6 In the case of an education-focused position, the membership will include the Vice-Provost (Learning and Teaching) or nominee. At all stages of the selection process, the Selection Committee is expected to ensure that:

- the selection process is given a high priority in order to effect a timely resolution;
- the selection process is based on merit and consistent with our equal opportunity and ethics principles;
- the achievements of all candidates are assessed relative to opportunity (for further information on "achievement relative to opportunity" see the Guidelines for Decision Makers on Assessing Achievement Relative to Opportunity);
- all personal information is protected and only used for the primary purpose of assessing the suitability of the candidate for the position (for more information on privacy see the Privacy procedure);
- any potential actual or perceived conflict of interest is declared (for example, if any of the applicants is a relative or close friend - see the Conflict of Interest procedure).

9. The Selection Committee shortlists applicants for interview

9.1 The Selection Committee will meet to review all the applications and shortlist applicants for interview.

9.2 For the purposes of short-listing only, the quorum for the Selection Committee is:

- the Dean (or nominated chair);
- the two professors of the faculty (or other senior academic staff member from a relevant discipline); and
- an external member.

9.3 In short-listing, the Selection Committee must ensure that all candidates selected for interview meet the eligibility criteria. For positions that involve teaching, this includes a qualification at least one Australian Qualifications Framework (AQF) level higher than the program being taught, or equivalent relevant academic and professional or practice-based experience and expertise.

9.4 Where a candidate does not hold the appropriate AQF qualification, the Selection Panel must consider a range of matters when determining equivalent experience, including (but not limited to):

- the extent to which a candidate's professional experience demonstrates their specific knowledge and skills, and their capacity to establish the learning outcomes required of the relevant AQF level;
- the length of time a candidate has spent working in a relevant profession and their leadership and achievements in that field;
- alternative training and/or qualifications and/or awards that demonstrate the candidate's leadership or expertise in the field of education.

9.5 For further guidance with regard to determining equivalent experience, the Selection Committee should refer to the Teaching and Research Descriptors for academic staff and the relevant faculty framework.

9.6 Additionally, the Selection Committee must:

- objectively and impartially assess each applicant against the selection criteria;
- assess the achievements of the candidates relative to opportunity (for further information on "achievement relative to opportunity" see the Guidelines for Decision Makers on Assessing Achievement Relative to Opportunity);
- decide which applicants will be interviewed (usually by consensus but by majority vote where there is disagreement and with the ultimate decision resting with the chair); and
- aspire to shortlist female candidates at least in proportion to the number of female applicants for the position.

9.7 A senior member of the HR Recruitment Team will attend the short-listing meeting.

9.8   Following the meeting, Monash HR will:

- notify any external candidates in writing who have not been selected for interview;
- ensure that the Chair contacts any internal candidates to personally advise them that they have not been short-listed for interview;
- contact the nominated referees requested by the Selection Committee (after seeking the short-listed candidate's approval to do so) and request written references for short-listed candidates;
- coordinate interviews with the candidates who have been selected for interview; and
- discuss visa issues and requirements for international candidates with the Global Mobility Centre of Expertise, if required.

9.9   Only referees who have been nominated by the candidate may be contacted. Where the Selection Committee wishes to consult other persons, the candidate must be informed who they are and provide consent before the person is contacted.

10.   The Selection Committee interviews the candidate

10.1   Monash HR will provide the written references to the Selection Committee and coordinate the interviews for the Selection Committee.

10.2   The Selection Committee will:

- determine and finalise the interview questions prior to the commencement of the interviews;
- ask each candidate the same core set of questions (where relevant) to provide a consistent basis for comparison;
- assess the achievements of the candidates relative to opportunity (for further information on "achievement relative to opportunity" see the Guidelines for Decision Makers on Assessing Achievement Relative to Opportunity); and
- treat candidates in an equal and uniform manner consistent with equal opportunity principles;

10.3   The recommendation of the Selection Committee should ideally be unanimous. Where there is disagreement, the decision will be made by majority vote. However, ultimately the recommendation will rest with the chair. Selection decisions must be endorsed by the Vice-Chancellor acting on the recommendation of the Provost before an offer is made to the candidate. Monash HR will help the Chair facilitate the endorsement process where required.

10.4   A proposed appointment to a practice academic role must be endorsed by the Vice-Provost (Academic Performance) prior to an offer being made.

10.5   Where there is no preferred candidate identified, the chair will liaise with the Provost and the Lead HR Business Partner or HR Recruitment Support Team to determine the best way to proceed.

11.   The Selection Committee chair advises all candidates of the outcome of the interview

11.1   The chair of the Selection Committee or nominee should telephone all candidates who were interviewed to advise them of the outcome of the interview.

11.2   If the preferred candidate indicates acceptance of the verbal offer, the Chair or nominee (in consultation with Monash HR) should discuss the next steps in the recruitment process, including:

- the anticipated start date for the incumbent; and
- the remuneration package, including the base salary being offered.

12.   Monash HR issues the formal offer of employment

12.1   For standard Level E appointments, Monash HR will then:

- complete the Appointment Form in Rex to generate the letter of offer; and
- forward the letter of offer and associated documentation to the incumbent through Rex.

12.2   Non-standard offers will be referred to the Manager, Remuneration and Senior Appointments.

12.3   Monash HR will co-ordinate the appointment process through to induction and onboarding.

13.   Maintaining recruitment records

13.1   At the end of the recruitment process, the Selection Committee members must ensure that:

- all hard-copy interview forms, notes and referee reports are stored confidentially; and
- all application materials are securely destroyed.

13.2   Monash HR will maintain a recruitment file for each recruitment activity and will ensure that:

- all qualifications or equivalent academic and/or professional experience is recorded;
- all records relating to the successful candidate are retained for two years; and
- all records relating to the unsuccessful candidates are securely destroyed after six months.

13.3   Information relating to the recruitment activity should not be included on the incumbent's personnel file.

14.   Breach of procedure

14.1   We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Achievement relative to opportunity	An evaluative framework in which the overall quality and impact of achievements is given more weight than the quantity, rate or breadth of particular achievements. Assessing achievements relative to opportunity involves giving consideration to circumstances, arrangements, career histories and overall time available to the employee. This in turn allows appropriate evaluation of achievements in relation to: - the quantum or rate of productivity, - the opportunity to participate in certain types of activities, and - the consistency of activities or output over the period of consideration.
Chair	The chair of the selection committee and is the person with the delegated authority to select the successful candidate (or a nominee of the person with the delegated authority)
Dean	The Dean of the faculty or their nominee in any case where the Dean has formally nominated a person to act as their nominee for the purpose.
Education-focused	A sub-category of teaching and research employment for academic staff whose primary role is to provide a high standard of learning and teaching, educational design and delivery and educational leadership.
Head of Unit	Head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.
Hiring manager	The manager responsible for filling the vacancy, usually the supervisor of the position.
HR Business Partner	A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.
Job request	The online form in the e-Recruitment System (Rex) used to communicate the specific requirements for a particular position.
Lead HR Business Partner	A leader within Monash HR who provides strategic guidance to a portfolio of client groups across key aspects that relate to organisational and HR strategy.
Position description	A description of the organisational context, primary objectives, key responsibilities and the key criteria for a position.
Practice	A sub-category of teaching and research employment for academic staff engaged from a clinical or professional practice background.
President-led campus	Refers to the University's campuses which have local governance and independent budgetary control, including Monash Sunway Campus Malaysia.
Professor	A senior academic with an international reputation in their discipline who is engaged by the University to provide leadership, foster excellence in research, teaching and professional activities in accordance with the position classification standards for a teaching and research Level E appointment or for a research-only Level E appointment, as appropriate.

Enterprise Agreement	The Enterprise Agreement means the [Monash University Enterprise Agreement (Academic & Professional Staff) 2019]().
Rex	Recruitment Express, the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash staff and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.
Selection Criteria	Specify qualifications, knowledge, experience and demonstrated abilities required to perform the duties and responsibilities of the position.

GOVERNANCE

Parent policy	[Recruitment and appointment]()
Supporting schedules	
Associated procedures	• [Academic Probation for appointments made before 7 October 2014]() • [Academic Probation for appointments made on or after 7 October 2014]() • [Adjunct Appointments (academic staff)]() • [Direct appointments]() • [Honorary Appointments (professional staff)]() • [National Police Checks]() • [Professional Staff probation]() • [Recruitment of fixed-term and continuing staff]() • [Recruitment of casual and sessional staff]() • [Working with Children Checks]() *Procedure forms* • [Accompanying partner recruitment protocol]() • [Guidelines for Decision Makers on Assessing Achievement Relative to Opportunity]() • [Recruitment Guidelines]() • [Recruitment Guidelines for Hiring Managers]() • [Teaching and Research Descriptors]()
Legislation mandating compliance	
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Content enquiries	[ask.monash]() or phone Monash HR on (03) 990 20400