

ACADEMIC LEADERSHIP APPOINTMENTS PROCEDURE

SCOPE

This procedure applies to all staff at the University's Australian campuses.

PROCEDURE STATEMENT

Academic leadership appointments at the University ('us', 'our' or 'we') include Associate Deans, Deputy Deans, Head of Unit or Deputy Head of Unit. These appointments support the leadership and academic development of a faculty or center through the management of academic, leadership and administrative duties.

The purpose of this procedure is to outline the appointment process of an individual to an academic leadership position.

1. The Dean identifies the need for an academic leadership appointment

- 1.1 The Dean in consultation with senior faculty members will determine the need for the following academic leadership appointments:
- Deputy Dean,
 - Associate Dean,
 - Head of Unit, and/ or
 - Deputy Head of Unit.
- 1.2 Appointments to these positions are to be made in accordance with this procedure and the relevant [Monash University \(Council\) Regulations](#).

2. The Dean makes an appointment to an academic leadership position

- 2.1 Ordinarily persons already employed by us will be appointed to an academic leadership position. Where the Dean determines that an external candidate is preferred, the incumbent will be recruited in accordance with the relevant [Recruitment Selection and Appointment Procedure](#).
- 2.2 The Dean in consultation with senior members of the faculty will recommend the appointment of a staff member to a vacant or new academic leadership position.
- 2.3 The following table summarises the appointment process for these academic leadership roles:

Position	Appointment process	Approval
Deputy Dean	Incumbent recommended by Dean in consultation with senior members of faculty.	Vice-Chancellor (delegated to the Provost) on recommendation of the Dean
Associate Dean	Incumbent recommended by Dean in consultation with senior members of faculty.	Vice-Chancellor (delegated to the Provost) on recommendation of the Dean
Head of Unit	Incumbent recommended by Dean in consultation with senior members of faculty.	Dean
Deputy Head of Unit	Incumbent recommended by Dean in consultation with senior members of faculty.	Dean

- 2.4 An appointment to an academic leadership role may be made for a fixed-term period of up to three years. The term may be renewable after three years.

3. The Dean determines remuneration

- 3.1 The Dean may consider the [Salaries, Allowances and Loadings procedure](#) during the appointment process. This procedure will be provided to the Dean by Monash HR.

4. Monash HR issues a formal confirmation letter

- 4.1 The Dean will advise Monash HR of the appointment and any responsibility loadings that may be applicable. Monash HR will then issue a letter to the incumbent confirming the details of the position and the duration of the academic leadership appointment.

5. Re-Appointment to an academic leadership appointment

- 5.1 Academic leadership appointments may be renewed at the conclusion of the initial fixed-term period.
- 5.2 In October of each year, Monash HR will ask the Dean for the details of staff appointed to academic leadership appointment(s) for the following calendar year.
- 5.3 Once advised, Monash HR will issue a letter to the incumbent confirming the details of the position and the duration of the academic leadership appointment.

6. Acting academic leadership appointments

- 6.1 Where an incumbent is absent from their academic leadership appointment, a staff member who is nominated to act in their absence must adhere to the relevant financial delegations for that position.

7. Breach of procedure

- 7.1 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

Academic Leadership Appointment	An appointment that carries a leadership, management and administrative function and includes the positions of Deputy Dean, Associate Dean, Head of Unit, Deputy Head of Unit, Academic Director or Deputy Director of a Centre or Institute.
Dean	The Dean of the Faculty or nominee in any case where the Dean has formally nominated a person to act as their nominee for the purpose of this procedure.
Head of Unit	The 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.
Staff	A person employed by the University who has an ongoing or fixed term contract under the terms of the Monash University Enterprise Agreement.

GOVERNANCE

Parent policy	Recruitment and appointment
Supporting schedules	
Associated procedures	<ul style="list-style-type: none">• Recruitment of fixed-term and continuing staff• Recruitment to an Advertised Position of Professor (level E)• Salaries, Allowances and Loadings procedure
Legislation mandating compliance	
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 19 November 2014
Endorsement	Director, Workplace Relations - 19 November 2014



Procedure owner	Director, Recruitment, Remuneration & Global Mobility
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Content enquiries	ask.monash or phone Monash HR on (03) 990 20400