

DIRECT APPOINTMENTS PROCEDURE

SCOPE

This procedure applies to direct appointments of academic and professional staff for periods greater than 12 months.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

As a general rule, it is the University's position that all jobs should be advertised in order to ensure that the best person is selected through an open and competitive process. However, there are some circumstances where advertising is not required. One such circumstance is where there are special and exceptional circumstances to directly appoint a person into a position.

Proposals for a direct appointment will be judged on a case-by-case basis. It is expected that direct appointments will only apply in a very small number of cases. In accordance with the University's ('us', 'our' or 'we') commitment to creating and maintaining a strong academy, continuing direct academic appointments will only be made on the approval of senior academic management.

1. The hiring manager identifies the need to make a direct appointment

1.1 Where there is a need to make a direct appointment, the hiring manager will:

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

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

2.1 The hiring manager will:

- prepare position-specific information about the role to provide to the HR Business Partner for a position description;
- prepare a statement in support of the proposed direct appointment; and
- for operationally-funded professional staff roles, prepare a statement for the functional head in support of a proposed direct appointment.

2.2 The statement in support of the proposed direct appointment must include:

- details of how the proposed appointment meets the requirement for "[special and exceptional circumstances](#)";
- verification that the proposed appointee has the required qualifications or basis for deemed equivalence and work rights for the position;
- a declaration of any potential conflict of interest (for example, if the proposed direct appointee is a relative or close friend - see the [Conflict of Interest procedure](#));
- for professional staff (external candidates only), the names of three senior University staff members who have reviewed the position description and the candidate's CV and who are prepared to support the appointment of the proposed appointee.

2.3 For positions that involve teaching, the proposed appointee requires 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.

2.4 Where a candidate does not hold the appropriate AQF qualification, the hiring manager 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.
- 2.5 For further guidance with regard to determining equivalent experience, the hiring manager should refer to the [Teaching and Research Descriptors](#) for academic staff and the relevant faculty framework for assessing equivalence
- 2.6 The HR Business Partner will:
- assist the hiring manager in preparing the statement in support of the proposed appointment;
 - provide advice to the hiring manager on all aspects of the proposed position including workforce planning, the appropriate mode of employment, the relevant level of superannuation and whether any pre-employment checks are required for the position;
 - ensure this advice is provided in accordance with the requirements of the relevant Enterprise Agreement.

3. The hiring manager or HR Business Partner initiates the direct appointment

- 3.1 The hiring manager or the HR Business Partner will:
- upload a final position description (if available);
 - enter information regarding the appointment into the Job Request in Rex; and
 - upload the statement in support of the proposed direct appointment to Rex.
- 3.2 The HR Business Partner will arrange for a professional staff position description to be classified in accordance with the [Classification for Professional Staff procedure](#).

4. Monash HR completes all detailed information in Rex

- 4.1 Monash HR will finalise the administration of the appointment and will contact the hiring manager to advise they will be coordinating the process from this point on.
- 4.2 Before proceeding with the direct appointment, Monash HR will liaise with our Placement Coordinator to identify any suitable redeployees (in accordance with the [Redundancy and redeployment procedure](#)).
- 4.3 If there are no suitable redeployees for the proposed position, Monash HR will proceed with the direct appointment by:
- confirming that the statement in support of the proposed direct appointment is provided by the hiring manager;
 - confirming that the application for direct appointment meets the eligibility criteria; and
 - arranging any required pre-employment checks (including [National Police Checks](#) and [Working with Children Checks](#)) and referee checks.
- 4.4 Once all the details have been entered, Monash HR will complete the Job Request in Rex, including the name and details of the proposed appointee, the position description and the statement in support of the direct appointment.
- 4.5 It is the responsibility of Monash HR to ensure that 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](#)).

5. The relevant authority endorses the direct appointment

- 5.1 The completed Job Request will then be forwarded electronically via Rex to the Dean or Executive Director for endorsement. If the position is a Level A to Level C fixed-term academic appointment, the Dean will also approve the appointment.
- 5.2 Education-focused positions will also be forwarded to the Deputy Vice-Chancellor and Vice-President (Education) and practice academic roles to the Vice-Provost (Faculty and Graduate Affairs) for endorsement prior to approval.

6. The delegated authority approves the direct appointment

- 6.1 The endorsed appointment will then be forwarded electronically to the relevant approver in Rex. Although the required approvals may vary between Faculty/Division, the following table summarises the approvals that are required for all direct appointments to the University. Also included in this table, is the Monash HR representative responsible for administering the direct appointment process.

Type of position	Approval of direct appointment	Monash HR representative responsible for the process
Professional staff - HEW1 to HEW9	Chief Human Resources Officer	HR Recruitment Team
Professional staff - HEW Level 10 and above	Chief Operating Officer and Senior Vice-President	The Manager, Remuneration and Senior Appointments is responsible for the approval process. The Manager, Remuneration and Senior Appointments is responsible for issuing all contracts for HEW Levels 10 and above.
Academic staff - Levels A to C (fixed-term)*	Dean	HR Recruitment Team
Academic staff - Levels D (fixed-term)	Vice-Chancellor following endorsement of the Provost	The Manager, Remuneration and Senior Appointments is responsible for the approval process.
Academic staff - Levels B to D (continuing)		The HR Recruitment Team is responsible for the appointment process for standard offers of employment.
Academic staff - Level E (fixed-term and continuing)		The Manager, Remuneration and Senior Appointments is responsible for the appointment process for Level E non-standard offers of employment.

*No Level A continuing direct appointments are permitted.

7. The hiring manager confirms appointment with the incumbent

7.1 If the direct appointment is approved, the hiring manager:

- will discuss [probation](#) with the incumbent;
- confirms the commencement details for the incumbent; and
- notifies Monash HR who is responsible for administering the process of all details relevant to the incumbent's appointment.

8. Monash HR issues the formal offer of employment

8.1 Monash HR will then:

- complete the appointment information in Rex to generate the letter of offer;
- forward the letter of offer and associated documentation to the incumbent through Rex; and
- manage the appointment process through to induction and onboarding.

9. Breach of procedure

9.1 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

Dean or Executive Director	The Dean of the faculty or Executive Director or nominee in any case where the Dean or Director has formally nominated a person to act as their nominee for the purpose.
Direct appointment	Occurs where there are special and exceptional circumstances to appoint a person directly into a position without following the Recruitment of fixed-term and continuing staff .
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	A 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.
Position description	Describes the organisational location, primary objectives, key responsibilities and results areas and the key selection criteria for a position.
Practice	A sub-category of teaching and research employment for academic staff engaged from a clinical or professional practice background.
Enterprise Agreement	The Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the Trades and Services staff (Building and Metal Trades staff) 2009 or Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 as applicable to the staff member in accordance with their contract of employment.
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.
Special and exceptional circumstances	For the purposes of this procedure, include: <ul style="list-style-type: none"> • where the nominee has a unique or specific skill set which is strongly desired by the University; • where the appointment is integral to maintain the stability of a research team; • where the nominee has achieved a distinction of high order in their field of research; • where it can be demonstrated that advertising would not provide an advantage to the University; and • where rapid action needs to be taken in order to attract an outstanding candidate, or to keep a key staff member at the University.

GOVERNANCE

Parent policy	Recruitment and appointment
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> • Academic Probation (for appointments made before 7 October 2014) • Academic Probation (for appointments made on or after 7 October 2014) • Adjunct Appointments (academic staff) • Employment Checks • Honorary Appointments (professional staff) • Professional Staff Probation • Recruitment of casual and sessional staff • Recruitment of fixed-term and continuing staff • Recruitment of Level E professorial staff • Working with Children Checks <p><i>Procedure forms</i></p> <ul style="list-style-type: none"> • Accompanying partner recruitment protocol • Application for direct Appointment Form (academic/research) • Application for direct Appointment Form (professional) staff (Monash HR Only) • Higher Education Standards in Teaching
Legislation mandating compliance	
Category	Human Resources

Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer – 12 February 2020
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Content enquiries	ask.monash or phone Monash HR on (03) 990 20400