

# Academic Institutional Leadership Positions Appointments Procedure

This document is rescinded from 12 October 2021 and replaced by the [Appointments Policy](#) and [Appointments Procedure - Academic Institutional Leadership Positions](#).

## Section 1 - Purpose

(1) This Procedure describes the appointment criteria, process and remuneration for Heads of School, Research Centre Director's, Associate Deans', Associate Heads of School, Sub-Deans and Course Directors.

## Section 2 - Glossary

(2) Nil.

## Section 3 - Policy

(3) Refer to the [Academic Institutional Leadership Positions Appointments Policy](#).

## Section 4 - Procedures

### Part A - Term of Appointment and Eligibility

(4) The term of appointment and eligibility for appointment is per the table below:

Position	Term of Appointment	Eligibility
Head of School	Up to 5 years as determined by the Provost and Deputy Vice-Chancellor (Academic).	External Appointment Appointment is made in conjunction with a continuing or fixed-term appointment as an Associate Professor or Professor. Internal Appointment Normally made from academic staff of the faculty who hold a fixed-term or continuing appointment at Level C or above. Where the appointee does not hold the title of Associate Professor or Professor in their substantive appointment, they will hold the title of Associate Professor for the period of their appointment. This title is relinquished upon the conclusion of the appointment as Head of School.
Research Centre Director	Up to 5 years as determined by the Deputy Vice-Chancellor (Research). The position may be full time or fractional.	External Appointment Appointment may be in conjunction with a fixed-term or continuing substantive appointment as an Associate Professor or Professor. Internal Appointment Normally made from academic staff who hold an appointment at Level C or above Where the appointee does not hold the title of Associate Professor or Professor in their substantive appointment, they will hold the title of Associate Professor for the period of their appointment. This title is relinquished upon the conclusion of the appointment as Research Centre Director.
Associate Head of School	Up to 3 years, or as determined by the Executive Dean	Normally made from academic staff of the faculty who hold an appointment at Level C or above

Associate Deans	Up to 3 years, or as determined by the Executive Dean	Normally made from academic staff of the Faculty who hold an appointment at Level D or Level E.
Sub-Dean	Up to 3 years, or as determined by the Executive Dean	Normally made from academic staff of the faculty who hold an appointment at Level C or above
Course Director	Up to 5 years, or as determined by the Executive Dean	Normally made from academic staff of the faculty who hold an appointment at Level C or above

(5) Heads of Schools are eligible to hold concurrently an appointment as Associate Deans, provided that they hold a substantive appointment at Level D or Level E.

(6) An appointment of an Associate Head of School is not normally made to a School with fewer than ten members of academic staff.

(7) Unless otherwise determined by the Provost and Deputy Vice-Chancellor (Academic) or Deputy Vice-Chancellor (Research), a person who is absent for six months or more is normally required to relinquish the academic leadership position.

## Part B - Appointment Process

(8) Research Centre Director and Head of School positions may either be advertised internally, or advertised externally and concurrently with a vacancy of Associate Professor or Professor.

(9) The appointment of Associate Deans', Associate Heads of School, Sub-Deans and Course Directors would normally be through an internal advertisement process from within the relevant Faculty.

(10) The delegated officer may, as circumstances require, appoint a person to act in an academic leadership position.

(11) Nothing in this procedure precludes the University from filling an academic leadership position by invitation.

(12) Applications for the positions are considered as per the following table:

Position	Committee
Head of School	By a Committee comprising: a) Provost and Deputy Vice-Chancellor (Academic) as the Presiding Officer; b) The Executive Dean of the relevant Faculty; and c) Up to 2 other persons nominated by the Presiding Officer* *Note: For externally advertised appointments this may include one person external to the University of executive rank (or equivalent) who is a specialist in the professional area to which the appointment is to be made.
Research Centre Director	By a Committee comprising: a) Deputy Vice-Chancellor (Research) as the Presiding Officer; b) The Executive Dean of the relevant Faculty; and c) Up to 2 other persons nominated by the Deputy Vice-Chancellor (Research).* *Note: For externally advertised appointments this may include one person external to the University of executive rank (or equivalent) who is a specialist in the professional area to which the appointment is to be made.
Associate Head of School AND Associate Dean	By a Committee comprising: a) the relevant Executive Dean of Faculty as the Presiding Officer; b) One of more Heads of School; and c) Senior Academic from within Faculty or from other Faculty.
Sub-Dean AND Course Director	By a Committee comprising: a) the relevant Executive Dean of Faculty as the Presiding Officer; b) members of the Faculty Leadership team

(13) The holding of interviews is at the discretion of the relevant committee and in making their nomination of committee members, the delegated officer will seek gender representation and diversity of membership which has sufficient expertise in the discipline area.

## Part C - Accountabilities and Criteria for Appointment

(14) The criteria for appointment and accountabilities of academic leadership positions are set out in Attachments 1-6.

(15) These accountabilities operate in conjunction with:

- a. the University's [Policy on Delegations and Authorisations](#); and
- b. the Academic Manual, which is a compendium of policy and procedures relating to the academic and related work of the University.

## Part D - Remuneration

(16) The level of remuneration is determined as follows:

Position	Level of Remuneration
Head of School	A Total Employment Cost ("TEC") remuneration package determined within the range of Level 4 of the University's "Executive Remuneration and Appointment Policy", provided that such a package is not less than the total remuneration cost of a person's current substantive academic appointment (salary plus employer superannuation plus annual leave loading).
Research Centre Director	The remuneration on appointment is determined by the Vice-Chancellor taking into account factors such as qualifications and experience, internal relativities, the size of the Centre and/or retention market considerations.
Associate Head of School AND Associate Dean	A personal allowance as per the "Acting Senior and Executive Appointment Conditions" as maintained by the Division of Human Resources. OR A personal allowance as determined by the Executive Dean taking into account such things as the substantive salary of the appointee, the size of the School, the particular responsibilities designated to the appointee, and other relativities within the Faculty and University.
Sub-Dean	No additional remuneration is paid above substantive appointment.
Courses Director	Appointment to a salary range between Academic Level C Step 1 to Academic Level D Step 4 as determined by the Executive Dean taking into account such things as the substantive salary of the appointee, the particular responsibilities designated to the appointee, and other relativities within the Faculty and University.

(17) Unless otherwise determined by the Provost and Deputy Vice-Chancellor (Academic), a person who is absent from the University for a period greater than 12 weeks, shall not be paid in excess of their substantive academic appointment.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	7th June 2014
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