

ACADEMIC APPOINTMENT PROCEDURES NON AUSTRALIAN CAMPUSES

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Table of Acronyms

cv	Curriculum vitae
HRD	Human Resources Division
HRD (Australia)	Human Resources Division (Australia)
Local Campus	Non Australian Based Campus
Local HRD	Non Australian Based Campus Human Resources Division
MSA	Monash South Africa
MUA	Monash University Australia
MUM	Monash University Malaysia
PVC	Pro Vice-Chancellor
CAPA	Committee of Academic Promotions and Appointments
DVC (Education)	Deputy Vice-Chancellor (Education)
SPAC	Special Professorial Appointment Committee
VC	Vice-Chancellor
VCG	Vice-Chancellor's Group

Academic Appointment Procedures (Non Australian Based Campuses)

All academic appointments at the non Australian based campuses shall be in accordance with these procedures.

In the event that the PVC and the Dean are unable to reach agreement on any matter relating to the procedures, the matter is to be referred to the DVC (Education) for resolution. A resolution will be reached prior to the process proceeding.

Appointment Procedures Academic Levels A-C (for periods of 12 months or greater)

1. The school at the local campus (local school) makes a decision regarding the need to establish a new position or fill an existing vacancy. The local school prepares the proposal and seeks agreement from the PVC to proceed. The proposal is to include:
 - a. an explanation for the position including the strategic and operational objectives of the school/unit; how the position supports the academic direction of the local school, local campus and faculty;
 - b. the budgetary capacity of the local school to support the costs of the appointment;
 - c. the proposed level of the position;
 - d. whether the proposed position is permanent or fixed term contract, full or part time; (In some instances this may be negotiated with the candidate during contract negotiation.)
 - e. a completed *Request to Advertise* form together with the advertisement text, position description including qualifications, duties, responsibilities, selection criteria and any other relevant documentation; (the advertisement text is to include a statement that there will be an appropriate *Associated Appointment* with the relevant faculty of Monash University);
 - f. the advertising strategy detailing whether the position will be advertised nationally/internationally;
 - g. recommendation as to whether a search firm should be engaged; and
 - h. the names of the proposed members of the selection committee and alternates (within the approved committee structure – refer to selection committee structure paragraph 24).
2. The local school consults with the faculty/Dean concerning the intention to create or fill a position. (In situations where the Malaysian or South African campus has an analogue in Australia in a different faculty, that is the discipline in Malaysia or South Africa is located in a different Australian faculty, the relevant Australian faculty is to be involved in the selection process and can nominate a member of the selection committee). Consultation will include such things as the position documentation, advertising strategy and the establishment of the selection committee, including the nomination of alternates.
3. Following consultation with the faculty/Dean the local school will advise the PVC of the outcome. The PVC will then make the final decision to approve/not approve the proposal including the advertising strategy.
4. Once approved by the PVC the *Request to Advertise* form, position description and selection criteria are submitted by the local school/unit to the local Human Resources Department (local HRD), for the position to be advertised in accordance with the approved advertising strategy.
5. The local school/local HRD is responsible for the following:
 - a. scheduling the short listing and interview meeting dates. Short listing and selection interview dates are to be determined prior to the application closing date.

Selection committee members are to confirm their availability for the dates nominated;

- b. candidate inquiries regarding the application procedures and if required inquiries on academic matters may be directed to the faculty;
 - c. receiving and acknowledging applications;
 - d. following the closing date, copying the applications and distributing the papers to selection committee members; and
 - e. arranging and co-ordinating the short-listing meeting and the selection interview.
6. The local campus and the faculty are to cover the costs associated with their staff participating in the selection process, including any short-listing and selection interview meetings.
 7. Within a maximum period of one month from the closing date of applications, the selection committee is to consider all applications and short-list those candidates to be interviewed. The selection committee is to decide the most appropriate location and mode by which to conduct the short-listing and selection committee meetings.
 8. The local school/local HRD notifies candidates short-listed for an interview and seeks the candidate's agreement to obtain referee reports. Referee reports for short-listed candidates are sought by the local school/local HRD.
 9. The local school/local HRD, as soon as possible after the short-listing meeting, notifies those applicants not short-listed for interview.
 10. The local school/local HRD arranges selection interviews, prepares selection committee folders, venues etc and any travel arrangements as required.
 11. The selection committee meets and conducts the selection interview with the short listed candidates.
 12. If additional information is required at the conclusion of the selection interview, the local school/local HRD obtains and then distributes this information to the selection committee members or arranges for the committee to reconvene.
 13. At the conclusion of the interviews, the selection committee must determine whether there is a candidate suitable for appointment.
 14. If the faculty representative has concerns regarding the preferred candidate it is the faculty representative's responsibility to draw those concerns to the attention of the selection committee.
 15. If the selection committee cannot reach agreement the matter is referred to the Dean by the faculty representative for further discussion between the PVC and the Dean.
 16. If the matter cannot be resolved, it is subsequently referred to the DVC (Education) by the PVC, for consideration and final resolution. A resolution must be reached before the process can proceed.
- [Note: re 15 and 16 above voting rules for the selection committee may streamline the process.]
17. If no suitable candidate was identified, the PVC may authorise the position to be re-advertised.

18. If a candidate suitable for appointment is identified, a *Recommendation to Appoint* form must be completed for approval by the PVC together with the following:
 - a. the candidates application, curriculum vitae and referee reports; and
 - b. other relevant documentation related to the selection process.
19. Following approval from the PVC, the signed *Recommendation to Appoint* form is sent to the local HRD and a copy to the relevant faculty, for preparation of the local and faculty appointment offers respectively (the faculty forwards the *Associated Appointment* offer to the local HRD to be sent with the local Letter of Offer).
20. The local HRD prepares and sends the relevant contract documentation and the local *Letter of Offer*, together with the *Associated Appointment* offer from the faculty, to the recommended candidate. The *Associated Appointment* will be co-terminus (that is the *Associated Appointment* will end when the local employment ends) with the local employment contract.
21. The local HRD will advise the PVC, the local school, the Dean and HRD (Australia) when the appointment offers have been accepted.
22. The local school/local HRD notifies all candidates who were unsuccessful at the interview stage.
23. When the candidate commences, they meet with the local HR Manager to be signed onto the local payroll.

Selection Committee

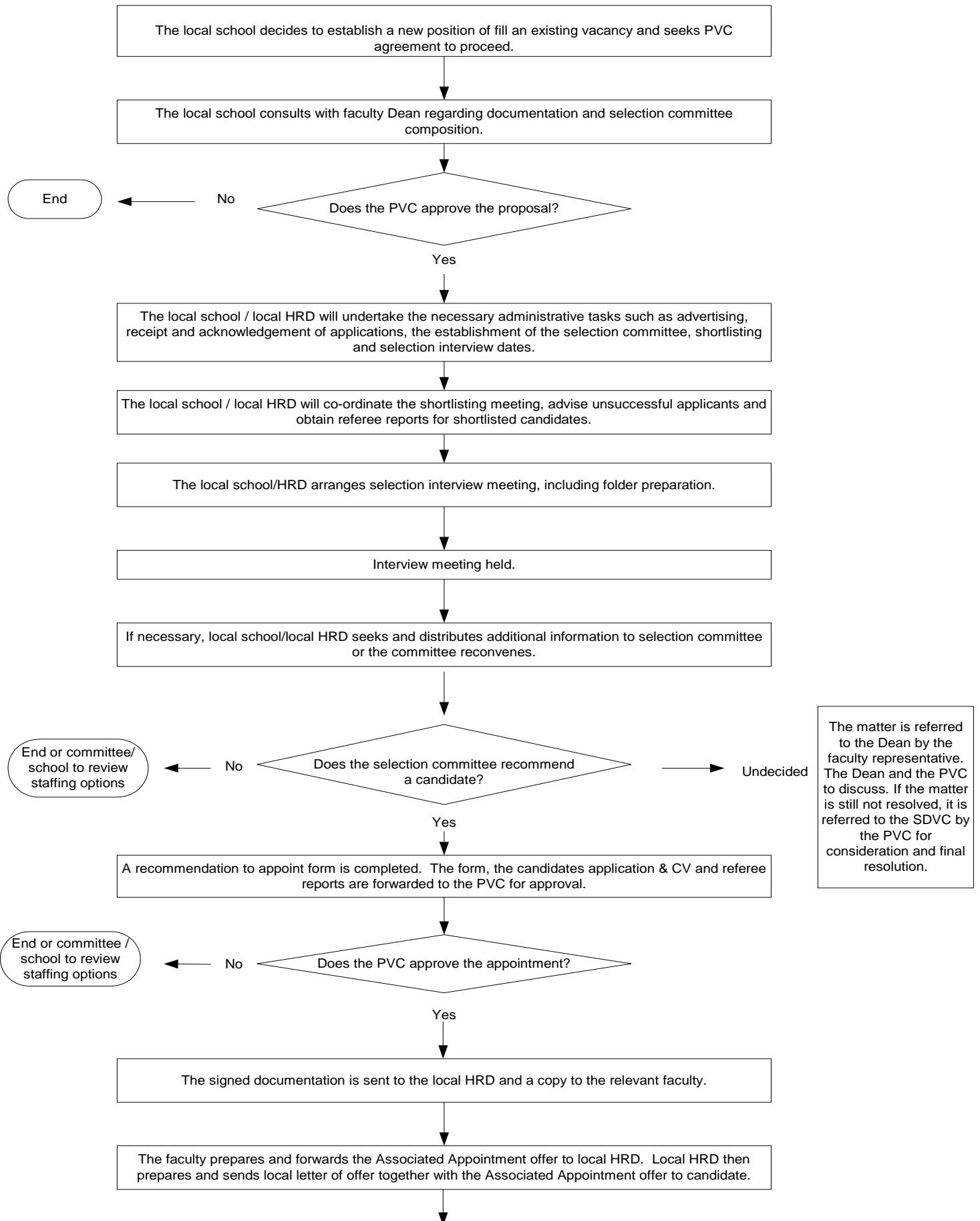
24. The Selection Committee must consist of senior representatives, at the same or higher academic level, from the following perspectives:

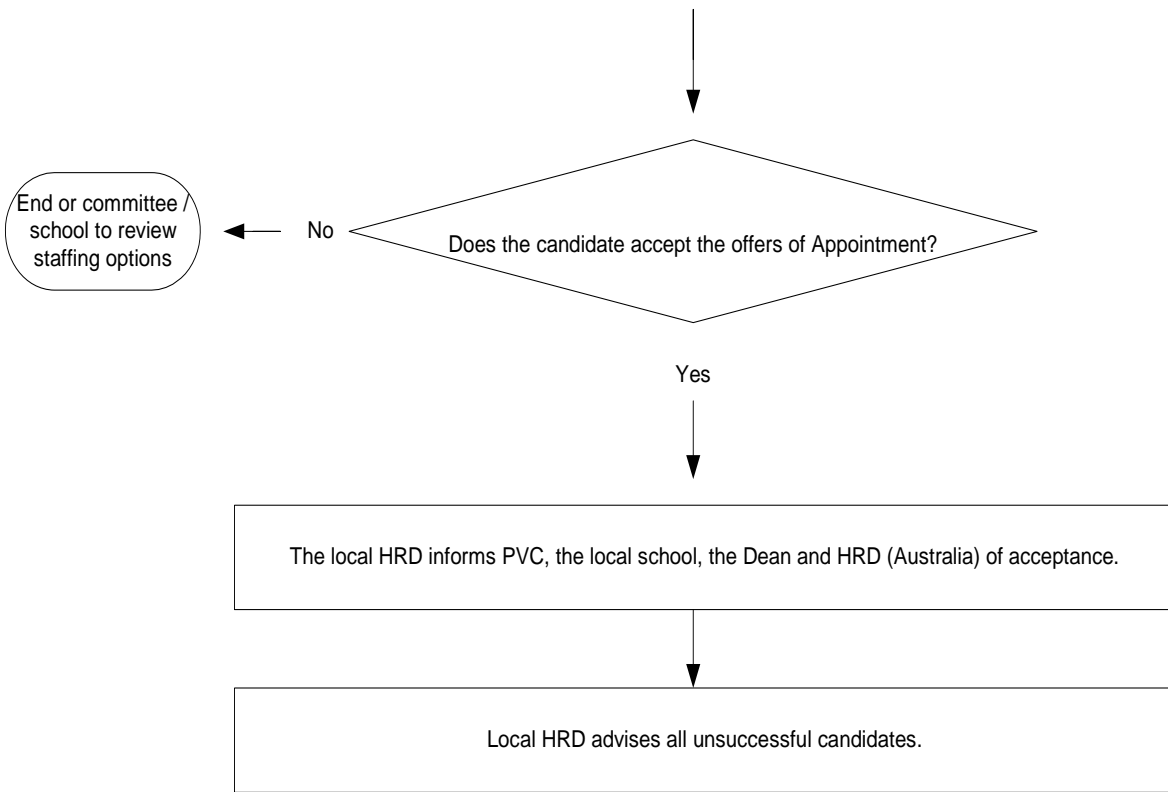
Perspective	Number of representatives on selection committee
University (Local Campus) <ul style="list-style-type: none"> • Pro Vice-Chancellor or nominee 	One representative
School (Local Campus) <ul style="list-style-type: none"> • Head of the relevant School from the local campus (Chair) • At least one other staff member from the local campus or cognate area 	Two representatives
Faculty (Australian Campus) <ul style="list-style-type: none"> • Dean and/or faculty representative nominated by the Dean. Please note: if both the Dean and the faculty representative wish to participate on the panel, the Dean must consult with the PVC. 	One/two representatives
Other <ul style="list-style-type: none"> • Any other academic staff member, as nominated by the Chair. 	One representative

Note:

- At least the chair of the committee and one other panel member must be trained in the selection procedures.
- As close to equal representation of both sexes, as practicable, with a minimum of one third of each gender and all from an academic background. If a faculty is unable to meet this requirement, the Human Resources Division will assist by contacting individuals (of the underrepresented sex) from a cognate area and provide the faculty with the names of these individuals. If there are no available individuals (of the underrepresented sex) from a cognate area, a request by the dean to vary the requirement will be considered for approval by the Divisional Director, Human Resources Division, in exceptional circumstances.
- Where required by law, members from designated groups must be included.

FLOWCHART ADVERTISED ACADEMIC POSITIONS LEVELS A - C





Appointment Procedures Associate Professor (Level D) (Advertised)

25. The school at the local campus (local school) makes a decision regarding the need to establish a new position or fill an existing vacancy. The local school prepares the proposal and seeks endorsement from the PVC to proceed. The proposal is to include:
 - a. an explanation for the position including the strategic and operational objectives of the school/unit; how the position supports the academic direction of the local school, local campus and faculty;
 - b. the budgetary capacity of the local school to support the costs of the appointment;
 - c. whether the proposed position is permanent or fixed term contract, full or part time. (In some instances this may be negotiated with the candidate during contract negotiation);
 - d. a completed *Request to Advertise* form together with the advertisement text, position description including qualifications, duties, responsibilities, selection criteria and any other relevant documentation; (the advertisement text is to include a statement that there will be an appropriate *Associated Appointment* with the relevant faculty of Monash University);
 - e. the advertising strategy detailing whether the position will be advertised nationally/internationally;
 - f. recommendation as to whether a search firm should be engaged; and
 - g. the names of the proposed members of the selection committee including alternates (within the approved committee structure – refer to selection committee structure paragraph 50).
26. The local school consults with the faculty/Dean concerning the intention to create or fill a position. (In situations where the Malaysian or South African campus has an analogue in Australia in a different faculty, that is the discipline in Malaysia or South Africa is located in a different Australian faculty, the relevant Australian faculty is to be involved in the selection process and can nominate a member of the selection committee.) Consultation will include such things as the position documentation, advertising strategy and the establishment of the selection committee, including the nomination of alternates.
27. Following consultation with the faculty/Dean, the local school will advise the PVC of the outcome. The PVC will then make the final decision to endorse/not endorse the proposal, including the advertising strategy.
28. The proposal is then forwarded to HRD (Australia) for approval by the DVC (Education).
29. Following the DVC (Education)'s approval, HRD (Australia) will inform the PVC. The local school/local HRD will then coordinate the national (within the home country) and international (external to the home country) advertising of the position in accordance with the approved advertising strategy.
30. The local school/local HRD is responsible for the following:
 - a. scheduling the short-listing and interview meeting dates. Short-listing and selection interview dates are to be determined prior to the application closing date. Selection committee members are to confirm their availability for the dates nominated;
 - b. candidate inquiries regarding the application procedures and if required inquiries on academic matters may be directed to the faculty;
 - c. receiving and acknowledging applications;
 - d. following the closing date, copying the applications and distributing the papers to selection committee members; and
 - e. arranging and co-ordinating the short-listing meeting and the selection interview.

31. The local school/local HRD can seek assistance from the faculty, if required.
32. The local campus and the faculty are to cover the costs associated with their staff participating in the selection process, including any short-listing and selection interview meetings.
33. Within a maximum period of one month from the closing date of applications, the selection committee is to consider all applications and short-list those candidates to be interviewed. The selection committee is to decide the most appropriate location and mode by which to conduct the short-listing and selection committee meetings.
34. The local school/local HRD notifies candidates short-listed for an interview and seeks the candidate's agreement to obtain referee reports. Referee reports for short-listed candidates are sought by the local school/local HRD.
35. The local school/local HRD as soon as possible after the short-listing meeting notifies those applicants not short-listed for an interview.
36. The local school/local HRD arranges selection interviews, prepares selection committee folders, venues etc. and any travel arrangements, as required.
37. The selection committee meets and conducts the selection interview with the short listed candidates.
38. If additional information is required at the conclusion of the selection interviews, the local school/local HRD obtains and then distributes this information to the selection committee members or arranges for the committee to reconvene.
39. At the conclusion of the interviews, the selection committee decides whether to recommend to the DVC (Education) a suitable candidate for appointment.
40. If the faculty representative has concerns regarding the preferred candidate, it is the faculty representative's responsibility to draw those concerns to the attention of the selection committee.
41. If the selection committee cannot reach agreement, the matter is referred to the Dean by the faculty representative for further discussion between the PVC and the Dean.
42. If the matter cannot be resolved it is subsequently referred to the DVC (Education) by the PVC, for consideration and final resolution. A resolution must be reached before the process can proceed.
43. If no suitable candidate was identified, the PVC in consultation with the Dean may authorise the position to be re-advertised.
44. If a suitable candidate is identified, a report from the Chair of the selection committee recommending an appointment including an *Associated Appointment* is forwarded to HRD (Australia) for approval by the DVC (Education). The recommendation is to include a copy of the position documentation, the recommended candidate's application, curriculum vitae, referee reports and any other relevant documentation related to the selection process.
[Delegations to be arranged.]

45. HRD (Australia) advises the PVC, the local school and the Dean of the decision and, if the DVC (Education) approves the recommendation HRD (Australia) prepares an offer of *Associated Appointment* and forwards to the local HRD.
46. The local HRD prepares and sends any relevant local contract documentation and a local *Letter of Offer*, together with the *Associated Appointment* offer, to the recommended candidate. The *Associated Appointment* will be co-terminus (that is the *Associated Appointment* will end when the local employment ends) with the local employment contract. (In the case of offers made by Monash South Africa, the contract will specify a position title other than associate professor). In some circumstances, (eg secondment from MUA), HRD (Australia) may prepare the relevant contract documentation.
47. The local HRD will advise the PVC, the local school the Dean and HRD (Australia) when the appointment offers have been accepted.
48. The local school/local HRD notifies all candidates who were unsuccessful at the interview stage.
49. When the candidate commences, they meet with the local HR Manager to be signed onto the local payroll.

Selection Committee

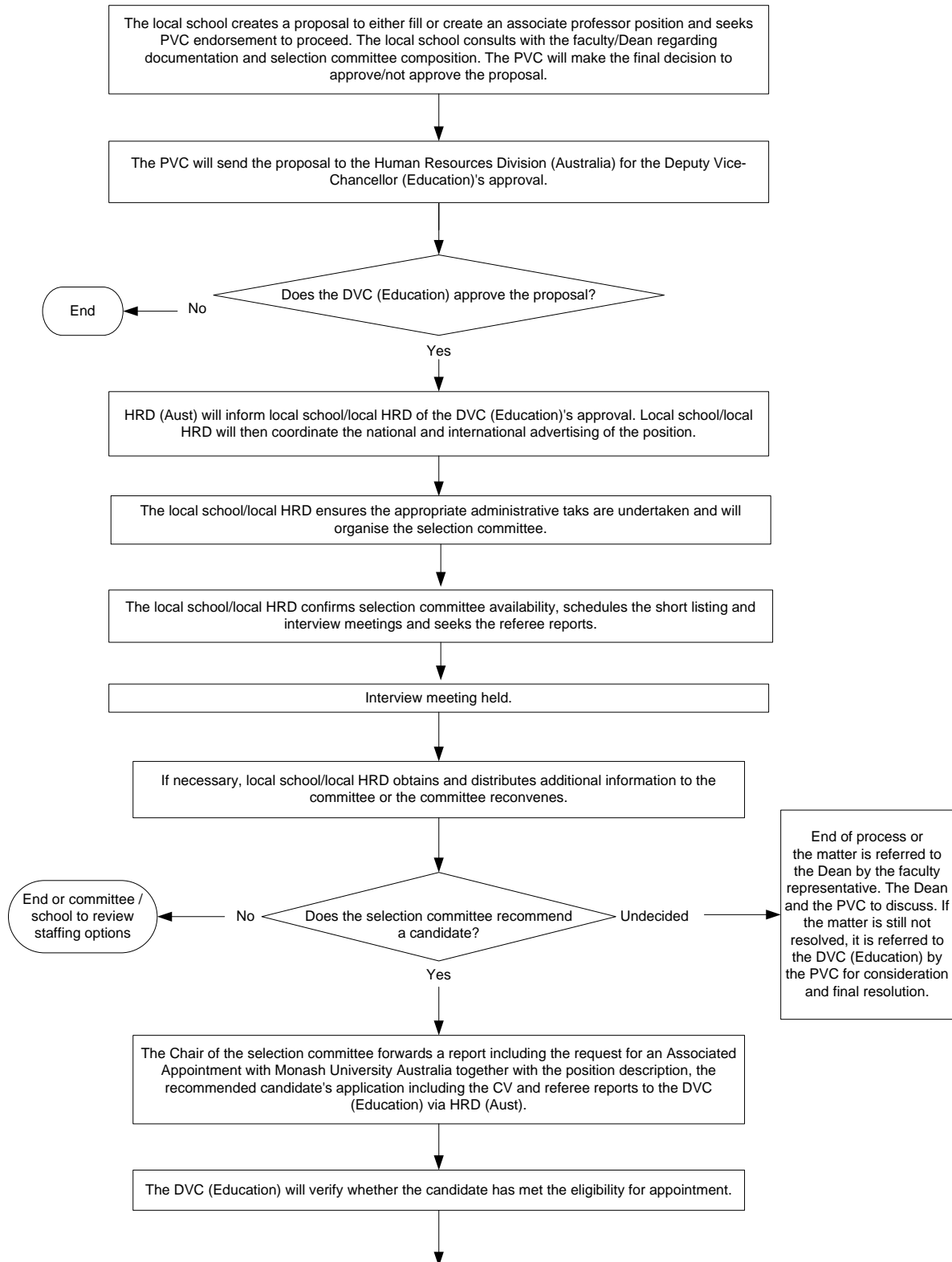
50. The Selection Committee must consist of senior representatives, at the same or higher academic level, from the following perspectives:

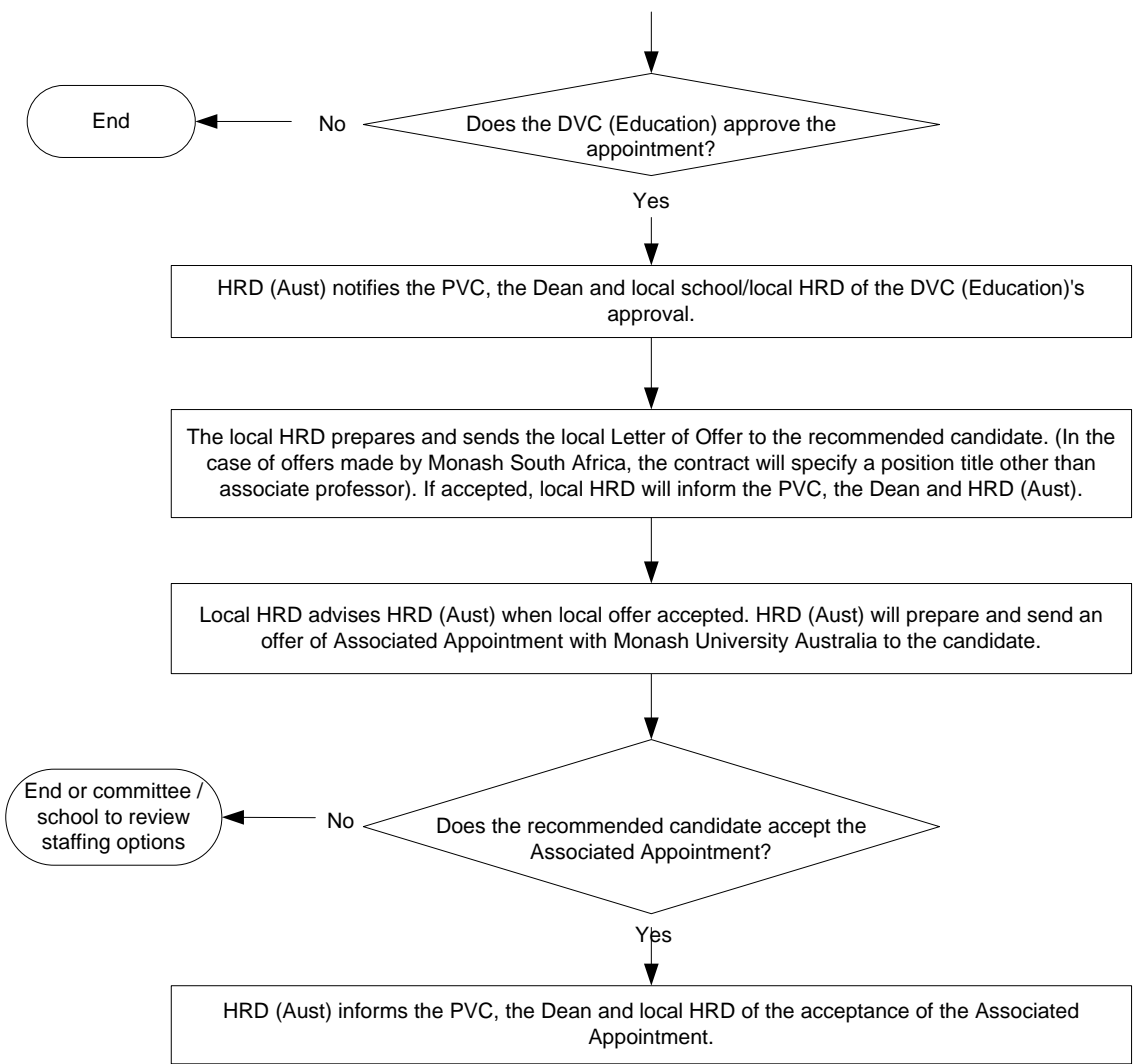
Perspective	Number of representatives on selection committee
University (Local Campus) <ul style="list-style-type: none"> • Pro Vice-Chancellor (will Chair the selection committee should the Dean be unavailable) 	One representative
University (Australian Campus) <ul style="list-style-type: none"> • DVC (Education) or nominee – (a member of the University Readership/Associate Professorship Committee) 	One representative
School (Local Campus) <ul style="list-style-type: none"> • Head of School • Professor from school or cognate area (from local campus where suitable) • An academic staff member from the faculty or from a cognate area (from local campus where suitable) 	Three representatives
Faculty (Australian Campus) <ul style="list-style-type: none"> • Dean (Chair or, if the Dean is unavailable, the PVC) or Deans nominee • A member from the University Associate Professorship/ Readership Committee (generally from the faculty) 	Two representatives
External <ul style="list-style-type: none"> • External member (from local context – preferable but not mandatory) 	One representative

Note:

- At least the chair of the committee and one other panel member must be trained in the selection procedures.
- As close to equal representation of both sexes, as practicable, with a minimum of one third of each gender and all from an academic background. If a faculty is unable to meet this requirement, the Human Resources Division will assist by contacting individuals (of the underrepresented sex) from a cognate area and provide the faculty with the names of these individuals. If there are no available individuals (of the underrepresented sex) from a cognate area, a request by the dean to vary the requirement will be considered for approval by the Divisional Director, Human Resources Division, in exceptional circumstances.
- Where required by law, members from designated groups must be included.

**ACADEMIC APPOINTMENT PROCEDURES
ADVERTISED POSITIONS OF ASSOCIATE PROFESSOR (LEVEL D)
NON-AUSTRALIAN BASED CAMPUSES (LOCAL CAMPUS)**





Appointment Procedures Associate Professor (Level D) (Non-Advertised)

51. The Head of School at the local campus creates a proposal detailing the potential candidate's background and expertise.
52. The written proposal is to include the following:
Appointment of a Senior Lecturer to the position of Associate Professor for a Fixed-term
 - a. A brief summary of the basis for the claim that the nominee's leadership/management role has been outstanding
 - b. Confirmation that funding is available for the position
 - c. The nominee's curriculum vitae
 - d. The names of two referees who are members of the professoriate. Where circumstances are appropriate these referees may be drawn from outside the University
 - e. Circumstances as to why the position should not be advertised and why the appointment is being sought without advertising of the position
 - f. For further details of the proposed content, please refer to the following:
<http://www.adm.monash.edu.au/workplace-policy/employment/categories/academic/sen-lect-to-aspro.html>
- Accelerated Appointment to Associate Professor:
 - a. A brief summary of the basis for the claim that the nominee has achieved eminence in his/her field, has demonstrated leadership qualities and would be judged as outstanding if being assessed for an advertised position in his/her field at the university
 - b. Confirmation that funding is available for the position
 - c. The nominee's curriculum vitae
 - d. The names of three possible assessors and three referees of national or international standing in the discipline concerned, including addresses, telephone and facsimile numbers and email addresses
 - e. Circumstances as to why the position should not be advertised and why the appointment is being sought without advertising of the position
 - f. For further details of the proposed content, please refer to the following:
<http://www.adm.monash.edu.au/workplace-policy/employment/categories/academic/acc-appoint-aspro.html>
53. The Head of School will then forward the proposal to the PVC for endorsement. If the PVC endorses the proposal the PVC then requests support from the Dean.
54. If the Dean supports the proposal, the proposal jointly signed by the Dean and the PVC, is forwarded to HRD (Australia).
55. HRD (Australia) will refer the nomination to the Committee of Academic Promotions and Appointments (CAPA) for consideration, including the request for an *Associated Appointment* with Monash University.
56. CAPA convenes to consider the proposal, including assessing whether the candidate meets the eligibility criteria for an appointment as an Associate Professor.
57. CAPA may request whatever relevant additional information it requires concerning the candidate in order to make its determination.
Relevant information may include:
 - a. Written referee reports
 - b. Written reports from independent assessors
 - c. Invitation to the nominee for a formal interview. If a formal interview is to be undertaken, the PVC will be invited to be present.

58. HRD (Australia) will advise the PVC, the local school, the Dean and the local HRD of the committee's decision.
59. HRD (Australia) prepares an offer of *Associated Appointment* with Monash University and forwards to the local HRD.
60. If the appointment is approved, local HRD prepares and sends any relevant local contract documentation and a local *Letter of Offer*, together with the *Associated Appointment* offer to the recommended candidate. The *Associated Appointment* will be co-terminus (that is the *Associated Appointment* will end when the local employment ends) with the local employment contract. (In the case of offers made by Monash South Africa, the contract will specify a position title other than associate professor). In some circumstances, (eg secondment from MUA) HRD (Australia) may prepare the relevant contract documentation.
61. Local HRD advises the PVC, the local school, the Dean and HRD (Australia) when the appointment offers have been accepted.

Committee of Academic Promotions and Appointments (CAPA)

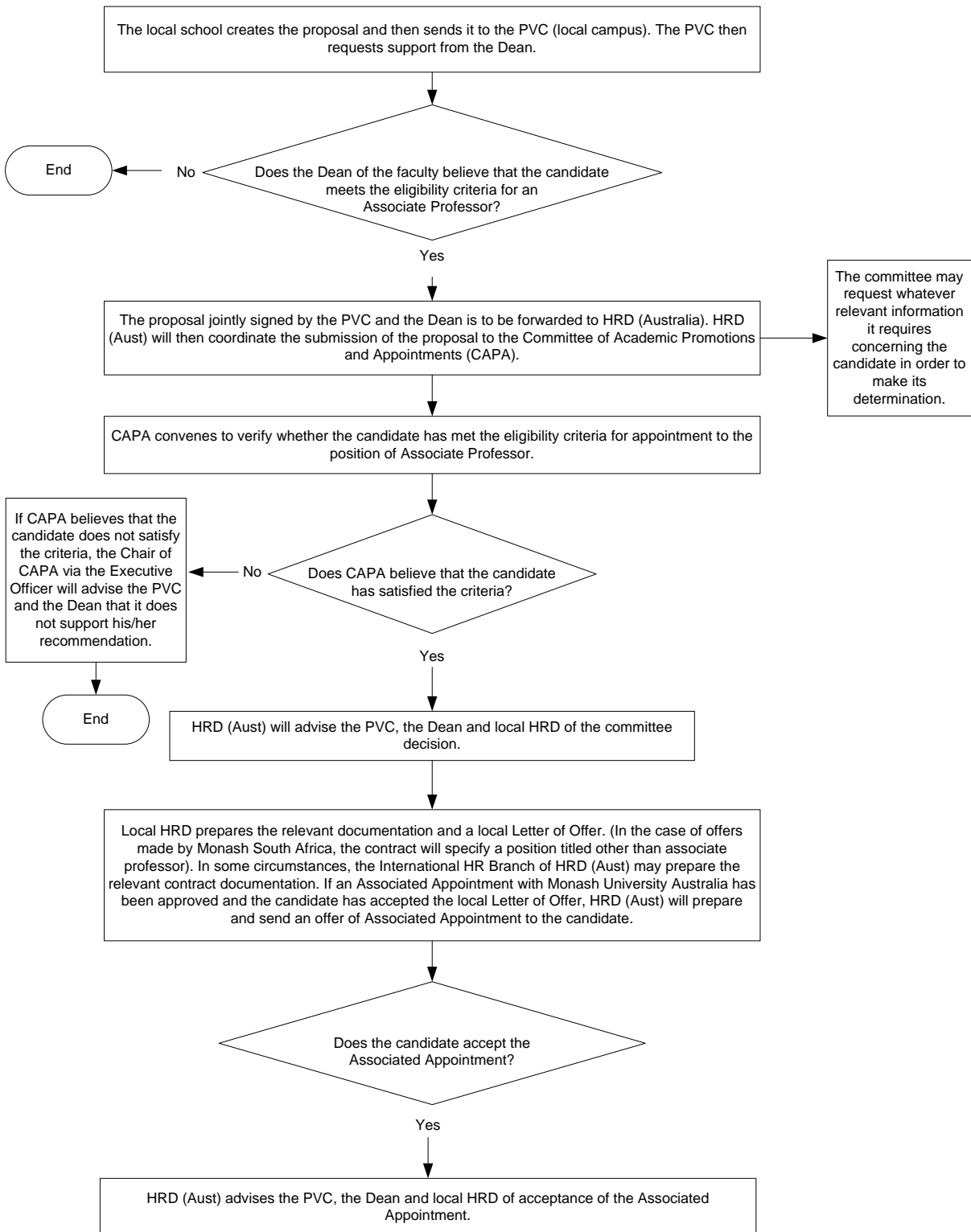
62. The membership of the CAPA shall comprise:
 - the Deputy Vice-Chancellor (Education) or nominee (chairperson);
 - two Deans;
 - two members of the university associate professor promotions committee;
 - a member of the university professorial promotions committee and;
 - a professorial member of academic board.

A non-voting representative of the Human Resources Division will provide procedural and secretarial support to the committee.

Note:

The committee shall have the power to co-opt other staff members to the committee. Co-opted members will be nominated by the Deputy Vice-Chancellor (Education) in order to ensure a balanced perspective and equity and gender balance. In addition, the Deputy Vice-Chancellor (Education) may nominate a co-opted member with expertise in the discipline area of the candidate to provide additional context.

**ACADEMIC APPOINTMENT PROCEDURES
NON-ADVERTISED POSITIONS OF ASSOCIATE PROFESSOR (LEVEL D)
NON-AUSTRALIAN BASED CAMPUSES (LOCAL CAMPUS)**



Appointment Procedures Professor (Level E) (Advertised)

63. The school at the local campus (local school) makes a decision regarding the need to establish a new position or fill an existing vacancy. The local school prepares the proposal and seeks endorsement from the PVC to proceed. The proposal is to include:
- a. an explanation for the position including the strategic and operational objectives of the school/unit; how the position supports the academic direction of the local school, local campus and faculty;
 - b. the budgetary capacity of the local school to support the costs of the appointment;
 - c. whether the proposed position is to be permanent or fixed term contract, full or part time. (In some instances this may be negotiated with the candidate during contract negotiation);
 - d. a completed *Request to Advertise* form together with the advertisement text, position description including qualifications, duties, responsibilities, selection criteria and any other relevant documentation; (the advertisement text is to include a statement that there will be an appropriate *Associated Appointment* with the relevant faculty of Monash University);
 - e. a statement that consultation with HRD (Australia) has taken place with regard to reviewing and editing of the draft position documentation, including the draft advertisement, draft position description and draft selection criteria; and obtaining the name of an Academic Board member for the selection committee;
 - f. the advertising strategy detailing whether the position will be advertised nationally/internationally;
 - g. recommendation as to whether a search firm should be engaged; and
 - h. the names of the proposed members of the selection committee including alternates (within the approved committee structure – refer to selection committee structure paragraph 94).

[Templates to be developed]

64. The local school consults with the Faculty/Dean concerning the intention to create or fill a position. (In situations where the Malaysian or South African campus has an analogue in Australia in a different faculty, that is the discipline in Malaysia or South Africa is located in a different Australian faculty, the relevant Australian faculty is to be involved in the selection process and can nominate a member of the selection committee.) Consultation will include such things as the position documentation, advertising strategy and the establishment of the selection committee, including the nomination of alternates.
65. Following consultation with the faculty/Dean, the local school will advise the PVC of the outcome. The PVC will then make the final decision to endorse/not endorse the proposal, including the advertising strategy.
66. The PVC then forwards the proposal to the Dean. The Dean then submits the proposal to Faculty Board. Faculty Board can then recommend whether to proceed.
[It may be appropriate for Faculty Board Executive to undertake this or for it to be recommended by executive approval of the Dean.]
67. Existing Positions:
Once Faculty Board recommends the filling of an existing position, the proposal is forwarded to HRD (Australia). HRD (Australia) in consultation with the DVC (Education), submits the proposal to the Vice-Chancellor's Group (VCG) for approval to fill the position.
68. New Positions:

Once Faculty Board recommends the establishment of a new position, the proposal is forwarded to HRD (Australia). HRD (Australia) in consultation with the DVC (Education), submits the proposal to Academic Board (for endorsement of the position) and to VCG for approval to establish and fill the position.

[Or Chair of Academic Board for executive approval.]

69. VCG approves (or otherwise) the final position documentation including the advertisement, composition of the selection committee, including the name of the Council nominee and advises HRD (Australia) of the decision.
70. If for some reason, the campus and the faculty are unable to proceed with staffing action for the position within three years following VCG approval, a subsequent proposal to staff the position should first be submitted to VCG for approval.
71. HRD (Australia) advises the PVC, the Dean and the Head of School (local campus) of the decision.
72. HRD (Australia) arranges for the advertising proof copy to be approved by the PVC and the Dean and the advertising estimates to be approved by the PVC. HRD (Australia) coordinates the national and international advertising of the position.
73. HRD (Australia) schedules the dates for the short-listing and selection interview meetings and the selection committee members are to confirm their availability for the dates nominated.
74. The local campus and the faculty are to cover the costs associated with their staff participating in the selection process, including any short-listing and selection interview meetings.
75. Candidate inquiries regarding the application procedures are handled by HRD (Australia) or the local campus, if applicable. Inquiries are directed to the faculty on academic matters where appropriate.
76. Applications are received and acknowledged by HRD (Australia).
77. Following the closing date, HRD (Australia) drafts committee papers and copies applications, arranges the short-listing meeting and distributes the papers to selection committee members.
78. Within a maximum period of one month from the closing date of applications, the selection committee is to consider all applications and short-list those candidates to be interviewed. The selection committee is to decide the most appropriate mode by which to conduct the short listing and selection meetings.
79. The selection committee is to determine whether the short-listed candidates are to present a seminar and if so, the most appropriate mode and location of the seminar presentation.
80. HRD (Australia) notifies candidates short-listed for an interview and seeks the candidates agreement to obtain referee reports. Referee reports for short-listed candidates are sought by HRD (Australia).
81. HRD (Australia) as soon as possible after the short listing meeting notifies those applicants not short listed for an interview.

82. HRD (Australia) arranges selection interviews, prepares selection committee folders, venues etc. and any travel arrangements, as required.
83. The selection committee meets and conducts the selection interview with the short listed candidates.
84. If additional information is required at the conclusion of the selection interviews, HRD (Australia) obtains and then distributes this information to the selection committee members or arranges for the committee to reconvene.
85. At the conclusion of the selection interview the selection committee decides whether to recommend to the VC a suitable candidate for appointment.
86. Based on the selection committees findings, HRD (Australia) prepares and submits a report to the VC detailing the process undertaken, the position documentation, the selection committee's recommendation and the recommended candidate's application, curriculum vitae and referee reports.
87. The VC considers the recommendation including the recommendation of an *Associated Appointment* and if approved, HRD (Australia) advises the PVC, the local school/local HRD and the Dean of approval.
[Need to seek delegation from Council for the VC to approve *Associated Appointments* concurrently.]
88. HRD Australia will prepare an offer of *Associated Appointment* and forward to the local HRD.
89. The local HRD prepares and sends any relevant local contract documentation and a local *Letter of Offer*, together with the *Associated Appointment* offer to the recommended candidate. The *Associated Appointment* being co-terminus (that is the *Associated Appointment* will end when the local employment ends) with the local employment contract. (In the case of offers made by Monash South Africa, the contract will specify a position titled other than professor). In some circumstances (eg secondment from MUA), HRD (Australia) may prepare the relevant contract documentation.
90. HRD (Australia) notifies all candidates who were unsuccessful at the interview stage.
91. The local HRD advises the PVC, the local school, the Dean and HRD (Australia) when the appointment offers have been accepted.
92. HRD (Australia) advises the University Council, of the acceptance of the *Associated Appointment*.
93. When the candidate commences, they meet with the local HR Manager to be signed onto the local payroll.

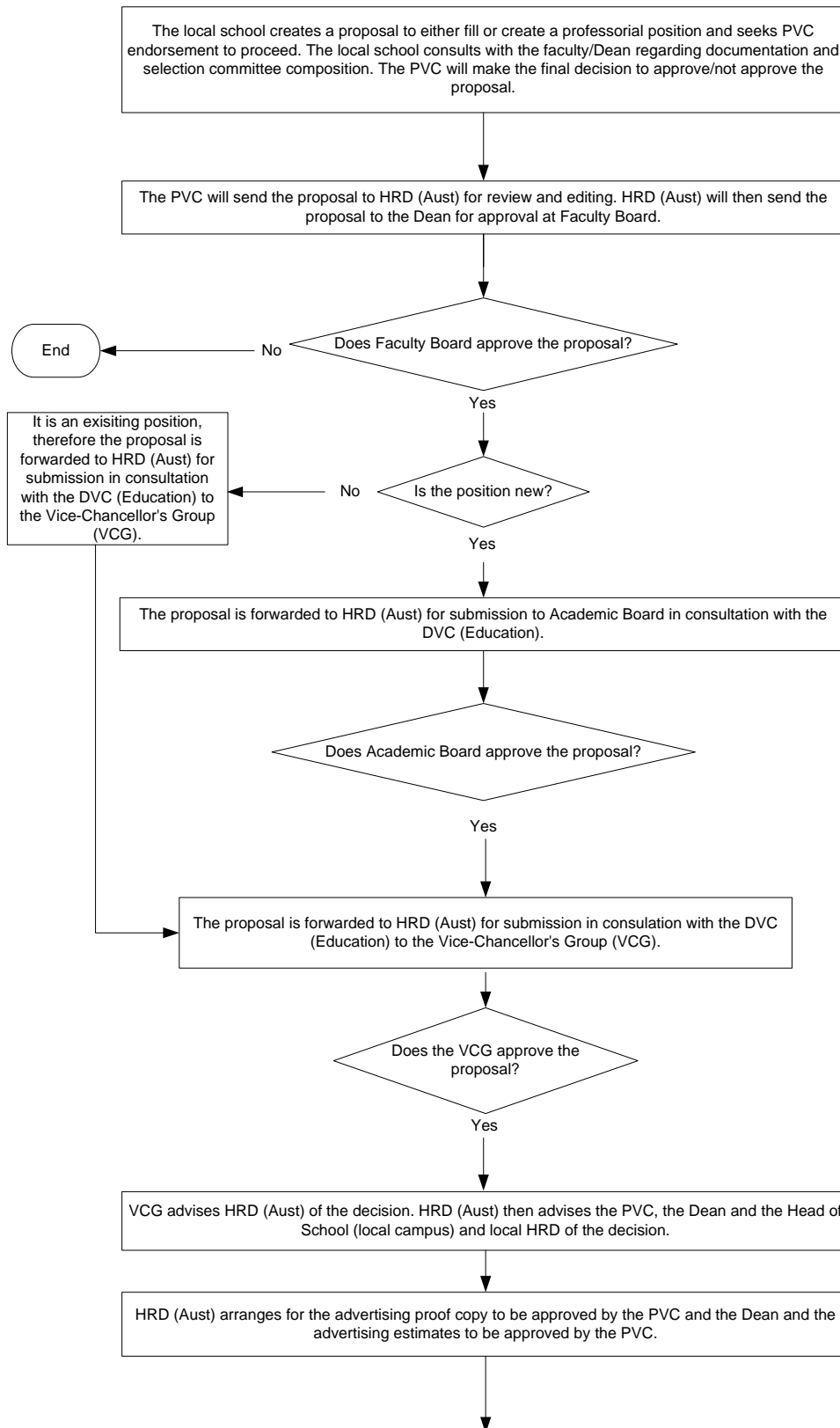
94. **Selection Committee**

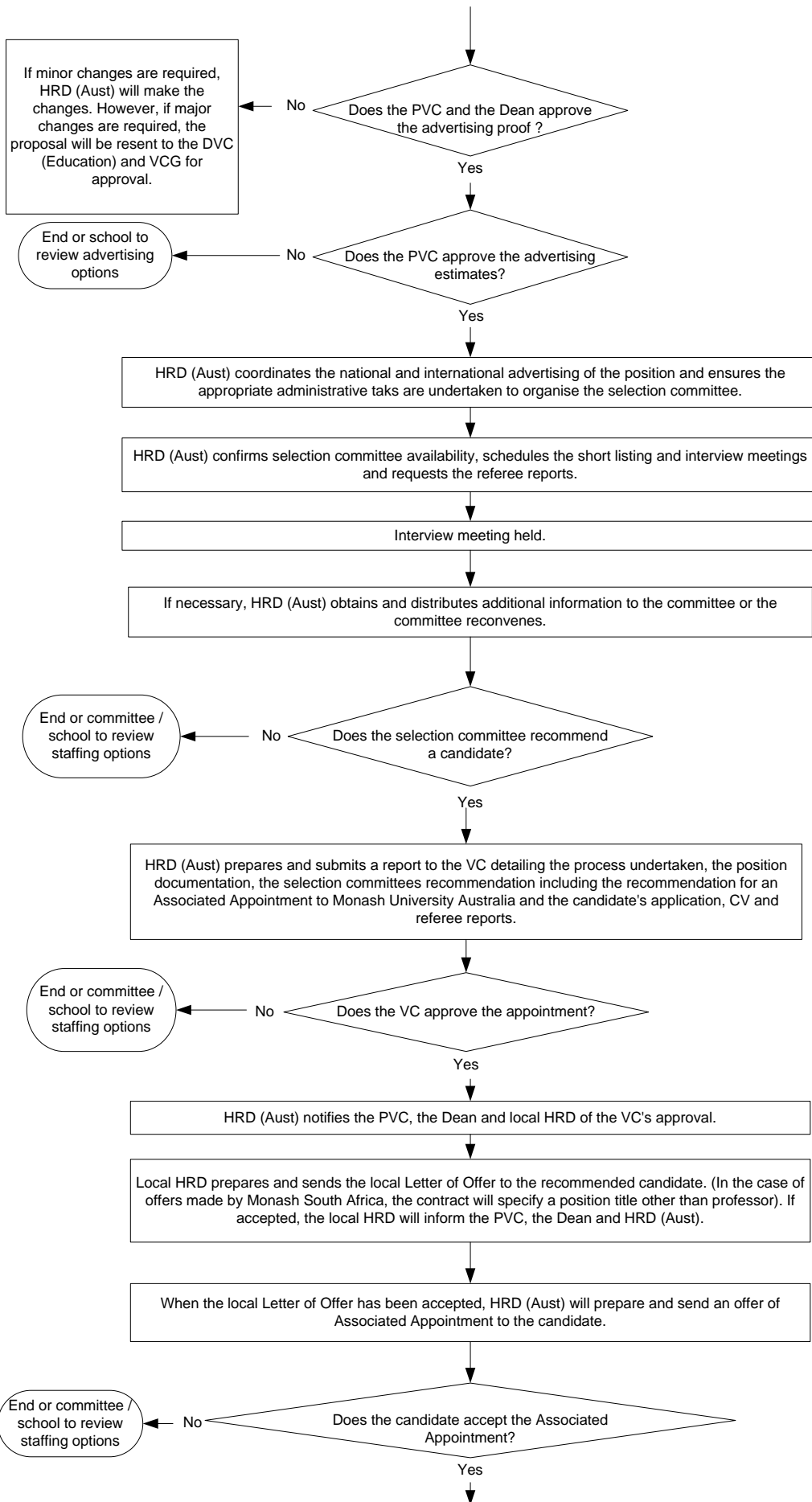
Perspective	Number of representatives on selection committee
University (Local Campus) <ul style="list-style-type: none"> • Pro Vice-Chancellor • Academic Board representative (President of Academic Board or a Professor to be nominated by the President of Academic Board, from a faculty other than the faculty where the vacancy exists) 	Two representatives
University (Australian Campus) <ul style="list-style-type: none"> • Vice-Chancellor or Nominee (Chair) • Council representative (External member of the Council to be nominated by the Vice-Chancellor) 	Two representatives
School (Local Campus) <ul style="list-style-type: none"> • One discipline representative (one Professor or other senior member of staff from the school) 	One representative
Faculty (Australian Campus) <ul style="list-style-type: none"> • Dean or Nominee • One discipline representative (one Professor or other senior member of staff from the faculty) 	Two representatives
External (Local Campus) <ul style="list-style-type: none"> • External member (from local context – preferable but not mandatory) 	One representative

Note:

- At least the chair of the committee and one other panel member must be trained in the selection procedures.
- As close to equal representation of both sexes, as practicable, with a minimum of one third of each gender and all from an academic background. If a faculty is unable to meet this requirement, the Human Resources Division will assist by contacting individuals (of the underrepresented sex) from a cognate area and provide the faculty with the names of these individuals. If there are no available individuals (of the underrepresented sex) from a cognate area, a request by the dean to vary the requirement will be considered for approval by the Divisional Director, Human Resources Division, in exceptional circumstances.
- Where required by law, members from designated groups must be included.

**ACADEMIC APPOINTMENT PROCEDURES
ADVERTISED POSITIONS OF PROFESSOR (LEVEL E)
NON-AUSTRALIAN BASED CAMPUSES (LOCAL CAMPUS)**







HRD (Aust) informs the PVC, the Dean and local HRD of the acceptance of the Associated Appointment.

Appointment Procedures Professor (Level E) (Non Advertised)

95. The Head of School at the local campus creates a proposal detailing the potential candidate's background and expertise.
96. The written proposal is to include the following:
 - a. The potential candidate's curriculum vitae (cv)
 - b. Names of at least three referees
 - c. Details of the special contributions/circumstances or role the candidate has played and / or could contribute in the school/faculty
 - d. Special expertise and value that the potential candidate will provide to the university
 - e. The budgetary capacity of the school/unit to support the costs of the appointment
 - f. Circumstances as to why the position should not be advertised and why the appointment is being sought without advertising of the position
97. The Head of School will then forward this proposal to the PVC for endorsement. If the PVC endorses the proposal the PVC then requests support from the Dean.
98. If the Dean supports the proposal, the proposal, jointly signed by the Dean and the PVC is forwarded to HRD (Australia).
99. HRD (Australia) will coordinate the submission of the proposal to the Special Professorial Appointments Committee (SPAC) for consideration, including consideration of an *Associated Appointment* with Monash University.
100. SPAC convenes to consider the proposal, including assessing whether the candidate meets the eligibility criteria for an appointment as a Professor.
101. SPAC may request whatever relevant additional information it requires concerning the candidate in order to make its determination. Relevant information may include:
 - a. Written referee reports
 - b. Written reports from independent assessors
 - c. Invitation to the nominee for a formal interview. If a formal interview is to be undertaken, the PVC may be invited to be present
102. HRD (Australia) will advise the PVC, the local school, the Dean and local HRD of the committee's decision.
103. If the appointment is approved HRD (Australia) prepares an offer of *Associated Appointment* with Monash University and forwards to the local HRD.
104. The local HRD prepares and sends any relevant local contract documentation and a local *Letter of Offer*, together with the *Associated Appointment* offer to the recommended candidate. The *Associated Appointment* will be co-terminus (that is the *Associated Appointment* will end when the local employment ends) with the local employment contract. (In the case of offers made by Monash South Africa, the contract will specify a position title other than professor). In some circumstances (eg Secondment from MUA), HRD (Australia) may prepare the relevant contract documentation.
105. The local HRD will advise HRD (Australia) when the appointment offers have been accepted including the *Associated Appointment* offer.
106. HRD (Australia) advises the University Council, of acceptance of the *Associated Appointment*.

SPAC Committee

107. The SPAC Committee comprises:

- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor (Education)
- A Deputy Vice-Chancellor
- A Dean
- A Professor of the University
- Three external members of the University Council
[Pending Council approval]

FLOWCHART NON-ADVERTISED POSITIONS OF PROFESSOR (LEVEL E)

