IMPLEMENTATION

Aim
To ensure that the election process for a Discipline/Department Head position is defined and in accordance with clause 7.7.3 of the University of Adelaide Enterprise Agreement (as amended) and to meet the requirements of the Recruitment Policy.

1 Objectives
1.1 To provide a process for the preparation of, and election of a Discipline/Department Head. (See Appendix B for a quick reference guide.)

2 Scope
2.1 Inclusions
This procedure applies to staff members or third parties appointing to a Discipline/Department Head position at the University of Adelaide.

2.2 Exclusions
Not applicable.

3 Process: Preparation of election

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 3.1 Head of School | a) Commence the election process, preferably four months prior to the position becoming vacant, in consultation with the Executive Dean, by advising all staff within the Discipline/Department (Excluding casuals) normally by email and accompanied by details contained in 7.7.3.5 of the Enterprise Agreement, that:
- The position of Discipline/Department Head will fall vacant; and
- Nominations for the position are being called for from eligible academic staff (normally from tenured members of the Discipline/Department at senior lecturer or above with a fraction of 0.8 full time equivalent (FTE) or more).
- (See Discipline/Department Head Election Process (Appendix B) which provides a summary of the key steps in the election process.)
- b) Ensure that the electorate comprises the academic staff in the Discipline/Department staff who are employed at 0.5FTE or above.
- c) Appoint a Returning Officer from the senior professional staff members of the Faculty.
- Note
- The Returning Officer is not eligible to vote in the election.
- d) Contact the HR Advisory Team (ext 31111) to assist in completing the role statement.
- e) Email staff calling for nominations. |
### Process: Elect a Discipline/Department Head

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Eligible candidates</td>
<td>a) Submit a statement addressing the criteria outlined in the role statement, to the Head of School, to self-nominate for the position of Discipline/Department Head.</td>
</tr>
<tr>
<td>4.2 Discipline/Department Staff Members</td>
<td>a) Consider suggesting an eligible candidate(s) for the position of Discipline/Department Head, to the Head of School.</td>
</tr>
<tr>
<td>4.3 Head of School</td>
<td>a) Consult with the candidate(s) nominated by a Discipline/Department staff member to establish their interest in the position.</td>
</tr>
<tr>
<td></td>
<td>b) Invite them to submit their nomination as outlined in 4.1 if they wish to be considered for the position.</td>
</tr>
<tr>
<td></td>
<td>c) Ensure all nominations are receipted.</td>
</tr>
<tr>
<td></td>
<td>d) Advise Discipline/Department, staff members (excluding casuals) of the candidates and circulate nominations.</td>
</tr>
<tr>
<td></td>
<td>e) Conduct the election. The voting template (equivalent) must show:</td>
</tr>
<tr>
<td></td>
<td>- the vote is optional; and</td>
</tr>
<tr>
<td></td>
<td>- a “no candidate” vote is an option.</td>
</tr>
<tr>
<td>4.4 Returning Officer</td>
<td>a) Receive formal votes from the Discipline/Department staff members.</td>
</tr>
<tr>
<td></td>
<td>b) Tally the votes received. The preferred candidate must receive a majority of formal votes cast.</td>
</tr>
</tbody>
</table>

### Process: Appoint a Discipline/Department Head

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Head of School</td>
<td>a) Formally advise the Executive Dean of the preferred candidate, propose a responsibility loading (if applicable) and the duration of the appointment (i.e. for a period of up to three years).</td>
</tr>
<tr>
<td></td>
<td>Note</td>
</tr>
<tr>
<td></td>
<td>An academic staff member classified at Level D or Level E who is appointed as Discipline/Department Head would not normally receive a responsibility loading.</td>
</tr>
<tr>
<td></td>
<td>If there is no eligible candidate, or if an eligible candidate does not secure a majority vote, the Head of School may, in consultation with members of the Discipline/Department, nominate a person to the Executive Dean for appointment.</td>
</tr>
<tr>
<td>5.2 Executive Dean</td>
<td>a) Approve the appointment of the Discipline/Department Head, the duration of the appointment and the responsibility loading (if applicable) on advice from the Head of School.</td>
</tr>
<tr>
<td>5.3 Head of School</td>
<td>a) Advise the successful candidate of the outcome of the election and that their appointment has been approved by the Executive Dean.</td>
</tr>
<tr>
<td></td>
<td>b) Complete the Discipline/Department Head Appointment Request Form (Appendix A) and ensure it is authorised by the appropriate delegate and accepted by the candidate.</td>
</tr>
</tbody>
</table>
5 Process: Appoint a Discipline/Department Head (Continued)

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 5.4 Associate Director, HR Shared Services (or delegate) | a) Send a confirmation email and Role Statement to the preferred candidate advising them that they have been formally appointed as Discipline/Department Head.  
b) Process the Discipline/Department Head Appointment Request Form. |
| 5.5 Vice-Chancellor and President | a) Veto the appointment of an elected Discipline/Department Head where there is due cause in consultation with the Executive Dean. |

7 Definitions

Not applicable.

8 Useful information and resources

8.1 University related documents and policies
The University of Adelaide Enterprise Agreement (as amended)  
Recruitment Policy
DISCIPLINE/DEPARTMENT HEAD APPOINTMENT REQUEST FORM

PLEASE COMPLETE AND FORWARD TO:
Human Resources Branch, Division of Services and Resources

This form should be completed for the appointment of a Discipline/Department Head following an election process in accordance with the Discipline/Department Head Election Procedure.

STAFF MEMBER DETAILS

Staff ID: ........................................ School/Branch: ................................................................. Work phone: ..............................................................................................................................
Title: ...................................... Family name: ......................................................... Given names (in full): .................................................................

APPOINTMENT DETAILS

Position title: ........................................................................................................ Position No (if known): .................................................................
Name of current incumbent (or previous if applicable): ........................................................................................................................
Period of appointment: Start: ........................................................................ End date: ........................................................................................

☐ The Role Statement for the position is attached

RESPONSIBILITY LOADING (if applicable)

Loading amount: $.........................................* (please provide the full-time equivalent per annum amount.
This will be pro-rated for part-time staff)
*The loading will be expressed as a fixed dollar amount that does not increase with salary increments or with pay increases to the base salary.

RECOMMENDATION

Head of School

Name: ................................................ Signature: ................................................. Date:
..........................................................................................................................................

STAFF MEMBER’S DECLARATION

I, .......................................................... accept the appointment as described above and in the attached Role Statement. I agree that all other terms and conditions of my employment remain unchanged.

Signature: .................................................................................................................... Date:
..........................................................................................................................................

Please retain a copy for your own records
Appendix A (Page 2 of 2)

**FINANCIAL CONSIDERATION (for responsibility loading)**

Faculty/School/Branch (Finance Manager):
This loading can be funded from existing budget:

- [ ] Yes
- [ ] No (If No, where with the budget come from?) ……………………………………………………………………………………………

Name: …………………………… Signature:………………………… Date: …………………

**AUTHORISATION**

Executive Dean

- [ ] Approved
- [ ] Not approved

Name: …………………………… Signature:………………………… Date: …………………

*The Vice-Chancellor & President’s approval is required for loadings of more than 25% of salary.

(Refer to **Loadings, Allowances and Performance Bonus Procedures** for details).

On receipt of this form in the HR Branch, arrangements will be made to provide relevant documents to the Vice-Chancellor & President.
This is a summary of the key steps in the process. Refer to the Discipline/Department Head Election Procedure for additional information on this process.

1. **Discipline/Department Head position becomes vacant**
2. **Head of School appoints a Returning Officer and emails staff calling for nominations**
3. **Candidates submit their nomination which addresses the criteria outlined in the Role Statement to the Head of School**
4. **Is there a nomination?**
   - **Yes**: **Nominee(s) confirmed by Head of School**
   - **No**: **An election is required and Head of School informs and circulates nominations and voting template**
     (See example provided →)
5. **Returning Officer receives formal votes.**
6. **Is there a majority vote?**
   - **No, or a “No Candidate” majority vote**: **Head of School consults with staff, nominates a staff member to Executive Dean**
   - **Yes**: **Advise staff and Executive Dean appoints Discipline/Department Head**

**Example of a voting template for 2 candidates**

Election of Discipline/Department Head
[Insert name of School]

This is an optional Ballot.

Closing date / /

Please record your preference by placing 1 in one of the boxes

- Candidate [insert name]
- Candidate [insert name]
- No Candidate

Please return your vote to [insert email or ballot box location].

(Note - The preferred candidate must receive a majority of formal votes cast. Where an eligible candidate does not secure a majority vote the Head of School may, in consultation with members of the Discipline/Department, nominate a person to the Executive Dean for appointment.)