Discipline/Department Head Election Procedure

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

Person Responsible		Actions
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.

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4   **Process: Elect a Discipline/Department Head**

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

5   **Process: Appoint a Discipline/Department Head**

	Person Responsible	**Actions**
5.1	**Head of School**	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). Note 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. 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.
5.2	**Executive Dean**	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.
5.3	**Head of School**	a) Advise the successful candidate of the outcome of the election and that their appointment has been approved by the Executive Dean. 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.

Continued

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5   Process: Appoint a Discipline/Department Head (Continued)

	Person Responsible	Actions
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

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Recruitment Handbook

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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

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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.

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DISCIPLINE/DEPARTMENT HEAD ELECTION PROCESS

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.

Discipline/Department Head position becomes vacant

↓

Head of School appoints a Returning Officer and emails staff calling for nominations

↓

Candidates submit their nomination which addresses the criteria outlined in the Role Statement to the Head of School

↓

Is there a nomination? ——— **No** ———→

↓ **Yes**

Nominee(s) confirmed by Head of School

↓

An election is required and Head of School informs and circulates nominations and voting template

(See example provided →)

Voting template example:

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.)

↓

Returning Officer receives formal votes.

↓

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

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