Recruitment Policy

Overview
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OVERVIEW
The University of Adelaide aims to:
• attract, select, appoint and retain quality staff and titleholders; and
• ensure recruitment and selection practices are consistent and aligned with the University's primary goals of
teaching and research.

SCOPE AND APPLICATION
This policy applies to all staff and titleholders at the University of Adelaide unless otherwise excluded in the scope of
an associated procedure.

The policy is intended to operate in conjunction with the University of Adelaide's Enterprise Agreement (as amended),
relevant legislation and related policies and procedures.

POLICY PRINCIPLES

Recruitment practices at the University will be based on the following principles.

1. Staff recruitment processes:
   1.1. are fair, equitable, respectful, transparent, consistent and confidential;
   1.2. are aligned with the goals, objectives and values stated in the University’s Strategic Plan;
   1.3. encourage applications from the widest pool of candidates meeting the selection criteria;
   1.4. are timely and responsive to local area needs;
   1.5. are competitive, merit based and due diligence will be exercised;
   1.6. are compliant with legislative requirements and obligations.

2. Honorary titles:
   2.1. are conferred on a person who makes or will make an active and significant contribution to the
       achievement of the academic goals of the University. The University honours their contribution, reflects
       their activity and acknowledges the mutual obligations in the relationship;
   2.2. are conferred on a former staff member for distinguished and sustained service to the University.
## Authorities

<table>
<thead>
<tr>
<th>Key</th>
<th>Authority category</th>
<th>Authority</th>
<th>Delegation Holder</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Recruitment and appointment</td>
<td>Approve recruitment and appointment to vacant continuing/fixed term positions, including the approval for advertisements, selection criteria, position description, and composition of appointment committees</td>
<td>Area Managers Head of School Branch Head Corporate Manager</td>
<td>Within approved budget; Academic Levels A-D</td>
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<tr>
<td>Human Resources</td>
<td>Recruitment and appointment</td>
<td>Authority to fill position without advertising</td>
<td>Vice-Chancellor and President; or Deputy Vice-Chancellor and Vice-President (Academic); or Deputy Vice-Chancellor and Vice-President (Research) or Chief Operating Officer or Executive Dean; or Executive Director HR</td>
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<tr>
<td>Human Resources</td>
<td>Recruitment and appointment</td>
<td>Approve recruitment and appointment including Provost, Deputy Vice-Chancellor and Vice-President, Chief Operating Officer Pro Vice-Chancellors, Executive Deans</td>
<td>Vice-Chancellor and President</td>
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<td>Human Resources</td>
<td>Recruitment and appointment</td>
<td>Head of School</td>
<td>Vice-Chancellor and President, on recommendation of Provost and Deputy Vice-Chancellor and Vice-President (Research)</td>
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<tr>
<td>Human Resources</td>
<td>Recruitment and appointment</td>
<td>Approve recruitment and appointment including Level E Professorial positions, Research Institute Directors</td>
<td>Provost and Deputy Vice-Chancellor and Vice-President (Research)</td>
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<td>Human Resources</td>
<td>Recruitment and appointment</td>
<td>Approve recruitment and appointment to Discipline Head positions</td>
<td>Executive Dean</td>
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<tr>
<td>Human Resources</td>
<td>Recruitment and Appointment</td>
<td>Assess police records check</td>
<td>Executive Director Human Resources</td>
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<tr>
<td>Human Resources</td>
<td>Named Chairs</td>
<td>Determination of future location of Named</td>
<td>Vice-Chancellor and President</td>
<td></td>
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<td>Human Resources</td>
<td>Named Chairs</td>
<td>Approve appointment to a Named Chair</td>
<td>Vice-Chancellor and President</td>
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<td>Human Resources</td>
<td>Establishment Grants</td>
<td>Approve access to the Vice-Chancellor and President's development fund for additional establishment funding</td>
<td>Vice-Chancellor and President</td>
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</tr>
<tr>
<td>Human Resources</td>
<td>Academic Promotions and Honorary Roles</td>
<td>Approval of all Clinical, Affiliate, Adjunct, Visiting or Field/Visiting titles. Associate titles (including the addition of Honorary, in the case of Visiting Research Fellows) in their unit. Approval of extension or cessation of titles.</td>
<td>Head of School</td>
<td></td>
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<tr>
<td>Human Resources</td>
<td>Academic Promotions and Honorary Roles</td>
<td>Approval of all Clinical, Affiliate, Adjunct, Visiting or Field/Visiting titles. Associate titles (including the addition of Honorary, in the case of Visiting Research Fellows) in their unit. Approval of extension or cessation of titles.</td>
<td>Executive Dean</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Academic Promotions and Honorary Roles</td>
<td>Approval of Honorary Academic or non-Academic titles including extension or cessation of Professorial level titles and organisations whose staff may be invited to apply for Clinical, Affiliate or Adjunct titles.</td>
<td>Provost and Deputy Vice-Chancellor and Vice-President (Research)</td>
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<tr>
<td>Human Resources</td>
<td>Academic Promotions and Honorary Roles</td>
<td>Approval of organisations whose staff may be invited to apply for Clinical, Affiliate and Adjunct titles.</td>
<td>Vice-Chancellor and President</td>
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<tr>
<td>Human Resources</td>
<td>Academic Promotions and Honorary Roles</td>
<td>Approve conferral, extension or cessation of Professorial level titles</td>
<td>Provost and Deputy Vice-Chancellor and Vice-President (Research)</td>
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</tbody>
</table>
PROCEDURES

- Recruitment Procedure
- Discipline Head Election Procedure
- Employment Screening Procedure
- Professorial Named Chairs Guidelines
- Award of Emeritus Professor, Emeritus Fellow and Honorary University Fellow Titles
- Titleholder - Conferral of Honorary Roles Procedure
- Secondment Procedure
### DEFINITIONS

Area Manager – means Deputy Vice-Chancellors, Vice-President, Pro Vice-Chancellors, Executive Deans, Executive Director Human Resources, Chief Executive of External Relations (and a person acting in these positions) and Institute Directors.

Refer to the University [Glossary of terms](#).

### RMO File/Document Number

2015/8215

### Policy Custodian

Vice-President Services and Resources

### Responsible Officer

Director, Human Resources

### Endorsed by

Vice-Chancellor’s Committee on 2 May 2016

### Approved by

Chief Operating Officer and Vice-Chancellor and President on 2 May 2016

### Related Documents and Policies

- Workforce Management Policy
- Remuneration and Employment Benefits Policy
- Behaviour and Conduct Policy
- Development, Performance and Promotion Policy
- Health Safety and Wellbeing Policy
- Enterprise Agreement

### Related Legislation

- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth) (Cth)
- Children’s Protection Act 1993 (SA)
- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 1984 (SA)
- Fair Work Act 2009 (Cth)
- Privacy Act 1988 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Racial Vilification Act 1996 (SA)
- Sex Discrimination Act 1984 (Cth)
- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)

### Superseded Policies

- Casual Employment Policy and Guidelines
- Conferral of Honorary Roles Policy & Guidelines
- Discipline Head Policy & Guidelines
- Head of School Appointment Policy and Guidelines
- Police Record Checks Policy, Guidelines and Flowchart
- Pre-Employment Medical Examinations Policy & Procedures
- Recruitment Policy & Guidelines
- Relocation Provisions Policy (Fixed-Term Academic Staff)
- Relocation Provisions Policy (Tenurable Staff)
- Staff Transfer Advice Procedure

### Date Effective

7 February 2019

### Next Review Date

5 May 2019 or where there is a Legislative change

### Contact for queries about the Policy

HR Service Centre