



## 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

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Human Resources	Recruitment and appointment	Approve recruitment and appointment to vacant continuing and fixed term positions, including the approval for advertisements, selection criteria, position description, and composition of appointment committees	Area Managers Head of School Branch Head Corporate Manager	Within approved budget, Academic Levels A - D
Human Resources	Recruitment and appointment	Authority to fill position without advertising	Vice Chancellor and President, or Deputy Vice-Chancellor and Vice-Presidents, or Chief Operating Officer, or Executive Dean, or Executive Director Human Resources	
Human Resources	Recruitment and appointment	Approve recruitment and appointment including, Deputy Vice-Chancellor and Vice-President, Chief Operating Officer, Pro Vice-Chancellors, Executive Deans	Vice-Chancellor and President	
Human Resources	Recruitment and appointment	Head of School	Vice-Chancellor and President	
Human Resources	Recruitment and appointment	Approve recruitment and appointment including Level E Professorial positions, Research Institute Directors	Vice-Chancellor and President	
Human Resources	Recruitment and appointment	Approve recruitment and appointment to Discipline Head positions	Executive Dean	
Human Resources	Recruitment and appointment	Access police records check	Executive Director Human Resources	
Human Resources	Named Chairs	Determination of future location of Named Chairs following the disbanding or amalgamation of a Discipline or School	Vice-Chancellor and President	

Human Resources	Named Chairs	Approve appointment to a Named Chair	Vice-Chancellor and President	
Human Resources	Establishment Grants	Approve access to the Vice-Chancellor and President's development fund for additional establishment funding	Vice-Chancellor and President	
Human Resources	Conferral of Honorary titles	Approval of all Clinical, Affiliate, adjunct, Visiting or Field/Visiting titles (including the addition of Honorary, in the case of Visiting Research Fellows) in their unit. Approval of extension or cessation of titles.	Head of School	Up to Level C
Human Resources	Conferral of Honorary titles	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 and cessation of titles.	Executive Dean	Level D
Human Resources	Conferral of Honorary titles	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.	Vice-Chancellor	
Human Resources	Conferral of Honorary titles	Approval of organisations whose staff may be invited to apply for Clinical, Affiliate and Adjunct titles.	Vice-Chancellor and President	

## 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](#)

[Staff Qualifications Procedure](#)

## DEFINITIONS

Area Manager – means Deputy Vice-Chancellors, Vice-Presidents, 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](#)

<b>RMO File No.</b>	F.2015/8215
<b>Policy Custodian</b>	Chief Operating Officer
<b>Responsible policy officer</b>	Executive Director Human Resources
<b>Endorsed by</b>	Vice-Chancellor's Executive on 2 May 2016
<b>Approved by</b>	Chief Operating Officer and Vice-Chancellor and President OR Council on 2 May 2016
<b>Related Documents and Policies</b>	<a href="#">Workforce Management Policy</a> <a href="#">Remuneration and Employment Benefits Policy</a> <a href="#">Behaviour and Conduct Policy</a> <a href="#">Staff Development, Performance and Promotion Policy</a> <a href="#">Health, Safety and Wellbeing Policy</a> <a href="#">Enterprise Agreement</a>
<b>Related Legislation</b>	<a href="#">Age Discrimination Act 2004 (Cth)</a> <a href="#">Australian Human Rights Commission Act 1996 (Cth)</a> <a href="#">Children and Young People (Safety) Act 2017 (SA)</a> <a href="#">Disability Discrimination Act 1992 (Cth)</a> <a href="#">Equal Opportunity Act 1984 (SA)</a> <a href="#">Fair Work Act 2009 (Cth)</a> <a href="#">Privacy Act 1988 (Cth)</a> <a href="#">Racial Discrimination Act 1975 (Cth)</a> <a href="#">Racial Vilification Act 1996 (SA)</a> <a href="#">Sex Discrimination Act 1984 (Cth)</a> <a href="#">Work Health and Safety Act 2012 (SA)</a> <a href="#">Work Health and Safety Regulations 2012 (SA)</a>
<b>Superseded Policies</b>	Casual Employment Policy and Guidelines Conferral of Honorary Roles Policy and Guidelines Discipline Head Policy and Guidelines Head of School Appointment Policy and Guidelines Police Record Checks Policy, Guidelines and Flowchart Pre-Employment Medical Examinations Policy and Procedures Recruitment policy and Guidelines Relocation Provisions Policy (Fixed-Term Academic Staff) Relocation Provisions Policy (Tenurable Staff) Staff Transfer Advice Procedure
<b>Effective from</b>	29 May 2022
<b>Review Date</b>	19 July 2023
<b>Contact for queries about the policy</b>	HR Service Centre