

1. APPOINTMENT PROCESS: Full-Time Contract Staff.

The following outlines the procedures for appointment of full-time staff who are the academic, comparable, research and teaching staff of the University on contracts for up to three years.

1.1 Preamble

One of the most important activities in the University is the selection of staff. Selection will determine how well the Vision and Mission of the University will be achieved and how effective it will be.

It is essential therefore that selection be beyond reproach. To achieve this, the following processes must be followed unless the Vice-Chancellor determines otherwise. A breach of these processes will be considered as a serious breach of conduct.

1.2 Contract Appointment

Normally, non-professorial appointments will be made initially for a contract period of up to three years without any undertaking of renewal unless the Council varies this provision in specific cases of appointment. Professorial appointments are up to five years.

1.2.1 Probation

Procedure:

- (a) All contract staff, when initially appointed to NUS, will be placed on six months probation and there is no annual leave entitlement until the position is confirmed at the end of the probation period.
- (b) The supervisor will discuss the probation requirements with the staff member. The supervisor will identify any training and what is required to meet initial competencies and requirements for the position. [Academic or teaching staff who do not have a teaching qualification, are required to obtain the Certificate in Adult Teaching conducted by Oloamanu Centre for Professional Development and Continuing Education as soon as possible.]
- (c) The supervisor is to supervise and support the staff member, by monitoring performance and progress towards meeting the probation criteria. A record of any performance problems and solutions proposed to the staff member should be maintained.
- (d) At the end of the probation period, the Director, Human Resources will ask the supervisor to confirm whether:
 - (i) the employee's position is to be confirmed;
 - (ii) the probation should be extended, or
 - (iii) the contract terminated.

[See Appendix 20 for Form]

If the Vice-Chancellor confirms the appointment, the staff member is then entitled to the full annual leave entitlements on a pro-rata basis. [Annual leave for academic and teaching staff is normally taken during the non-teaching period(s) but in special circumstances with the approval of the Vice-Chancellor, the leave may be taken at another time. (12.2)]

If the supervisor is not satisfied, a written statement including details of the dissatisfaction (including problems encountered and solutions proposed to the staff member) will be

provided to the Vice-Chancellor. The Vice-Chancellor will decide whether the employee's contract is to be terminated or one further probation period of six months be granted.

- (e) The Manager, Personnel will promptly inform the staff member of the decision in writing and a copy placed in the staff member's file and one sent to the Director, Financial Services.
- (f) A staff member whose position is not confirmed will be given a payment equivalent to four weeks salary and their services will not be further required. There is no annual leave entitlement.
- (g) If the probation period is extended, and agreed requirements have been met at the end of this period, the supervisor will recommend the appointment be confirmed. If the agreed requirements have not been met at the end of this period, the supervisor will recommend to the Vice-Chancellor that the contract be terminated. Normally no further extension of the probation period will be granted. If the contract is terminated, sections (e) and (f) will then be followed.
- (h) For a staff member who resigns in the probation period, the notice period is two weeks. A staff member on probation has no annual leave entitlement if he/she resigns or the contract is terminated.
- (i) Leave during the probation period: there is no annual leave entitlement; bereavement leave provision applies; sick leave may be taken up to the proportion of the annual entitlement on a pro-rata basis i.e. 5 days. If the appointment is confirmed at the end of the probation period, the full annual leave entitlement is available on a pro-rata basis. [See section (d) above.]

1.2.2 Salary, Contract Renewal and New Contract

- (a) Deputy vice-chancellors, professors, associate professors, directors, deans, heads of school, managers at senior lecturer level, and senior lecturers will have a fixed salary for any contract period and the position will be advertised at the end of each contract. Appointees have to re-apply.
- (b) Those who gained positions by internal promotion (section 8) will be advised at the end of each contract period and the appointees will have to re-apply. [Managerial positions – dean, head of school etc. - are normally externally advertised and are competitive. Head of department positions are not externally advertised, however, a notification of a vacancy is internally advised by the Director, Human Resources by email to all staff. HODs positions will be re-advised at the end of the appointment period. NUS staff members who apply for managerial positions are internal candidates but the process is not internal promotion as in section 8.]
- (c) Lecturers grade I and grade II and comparable staff at lecturer grade I and grade II level will have a fixed salary and will be subject to the contract renewal process (section 9) after each odd (1,3 etc.) numbered contract and the position will be advertised after every even (2,4 etc.) numbered contract.
- (d) Lecturers grade III and grade IV and comparable staff at lecturer grade III and IV level will be eligible for annual increments subject to satisfactory performance, and will be subject to contract renewal after each odd numbered contract and the position will be advertised after each even numbered contract.

1.2.3 New Higher Level Contract/Appointment

A staff member who has fully served a contract period or part of a contract and then enters into a new contract for a higher level advertised position, then the more recent contract will be subject to advertisement after each contract at the higher level.

A staff member who gains a higher level contract through internal promotion, will be advised at the end of each contract to re-apply for the position.

A staff member who gains a higher level contract (advertised or through internal promotion) and who does not seek re-appointment or who is not granted a further contract at that higher level, reverts to the position and level held before that higher level contract.

1.3 Qualities of the Selection Process

1.3.1 Impartiality of Process

The University strives for equity of access and impartiality of the appointment processes through the principles of:

- openness,
- consistency with the National University of Samoa Act 2006 17(f),
- consistency with requirements for transparent and fair criteria,
- consistency with standards and processes,
- a comparative assessment of applicants (advertised positions),
- appointments based on merit.

1.3.2 Confidentiality

It is essential that confidentiality be maintained at all times throughout the selection process including expressions of interest. The following should be noted:

- (i) The curriculum vitae and application documents of all applicants will be provided to the relevant Interview Committee only.
- (ii) Referees' reports must not be made available to anyone who is not a member of the Interview Committee.
- (iii) The University reserves the right to seek information formally or informally without the knowledge and agreement of the applicant from other people apart from the referees, as deemed appropriate.

1.4 The Selection Process

1.4.1 Justification for a Position

The supervisor (dean, director, manager) must prepare a document [*see Appendix 1 Justification for a Position or Apolima* [Go to Computer-Staff Resources-All Staff Folder-Forms and download.] for the Vice-Chancellor which includes:

- a) the classification of the position recommended
- b) a position description (see p. 3 plus for appropriate classification)
- c) reasons why the position is required including efts for academic & teaching positions
- d) budgeting impact

Any variation to the position description - responsibilities, performance measures, personal qualities or criteria - should be highlighted by **bolding**.

The Vice-Chancellor will grant approval if he/she is satisfied with the proposal. If the Vice-Chancellor is not satisfied, he/she may seek further advice. No positions shall be created or advertised without the formal approval of the Vice-Chancellor.

1.4.2 Advertising in the Public Media

[There are no advertisements for positions under internal promotion nor for head of department positions. Staff is advised to apply by internal communication and, if successful, will be advised to re-apply at the end of the contract period. Head of department positions will be advised internally and appointees have to re-apply at the end of their appointed period when the position is again advised as a vacancy]

When the Vice-Chancellor has approved the form, *Justification for a Position*, it is sent to the Personnel Administrative Officer. The Personnel Administrative Officer will ensure that the position is advertised within three days in the media (usually four times in fourteen days) and on-line.

Advertisements will normally contain the faculty/sector, title/classification of the position, qualifications required, the date applications close and the name and contact details (dean/head of school, director etc.) for specific inquiries.

Applicants should be invited to collect from Personnel or on-line, the position description - responsibilities, performance measures, selection criteria and details required in the application.

The details required include personal details (full name, address, telephone and email address, date of birth) a recent curriculum vitae, the names and contact details of three referees – not references - and a certified copy of qualifications. **[The Vice-Chancellor, Deputy Vice-Chancellors, dean/director of head of school/department cannot be named as a referee.]** Applicants should be asked to address the selection criteria in a statement that accompanies their curriculum vitae. The place to lodge the application and closing date to be included.

The Personnel Office will receive and hold all applications under secure conditions and in confidence, and follow the *Schedule & Check List for Position Processing*. (**Appendix 2**)

1.4.3 Applicants

Applicants will receive the position information and details required as stated in section 1.4.2. and other information (re-locations costs, and Immigration requirements etc.) if applicable. Each candidate must have equal access to information that they might seek on the terms and conditions of employment at NUS. Any other relevant information requested by the applicant should be provided. Only the terms and conditions stated in the Letter of Intent and the Contract bind the University. Perceived or actual oral commitments made, that are not contained in the contract, will not be honoured.

All applicants will receive a letter indicating receipt of the application. (**Appendix 4, Letter of Receipt of Application.**)

For senior positions (Deputy Vice-Chancellors, deans and directors) if less than three applications are received the position will be advertised again with the closing date extended for a further two weeks. (This is not a re-advertisement.)

1.4.4 Interview Committees

The appropriate Interview Committee must be formed and the members notified before the closing date for applications. The chairperson must be provided with the composition of the Committee, to ensure that the final selection of the Interview Committee is in compliance with the relevant section in 1.10.

The Committee will be provided with the applications, the advertisement or notice, the position description and selection criteria within three working days after applications close. The Committee will meet in order (i) to check the applications according to the selection criteria and short list the candidates (if required). (ii) to prepare standard questions to be asked of all applicants. [Applicants for internal promotion are all interviewed.] Other questions of clarification may follow. (iii) to determine if references are to be sought and (iv) decide on interview date and time –which must not be more than ten working days after the closing date. The Chairperson of the Interview Committee must keep a record of the reasons why each applicant was not short-listed. Applicants may ask why they were not short-listed. Re references see section 1.4.2, 1.4.5 and 1.4.6.

Applicants will be given the date, time and place for the interview by letter/email, (**Appendix 5, Letter of Notice of Interview or Letter of Unsuccessful Shortlisting**) but may also be contacted verbally, and advised that formal proof of any qualification will be required on appointment. The Interview Committee must be provided with any essential information and documentation not previously provided.

The Chairperson of the Interview Committee must ensure that the principles and procedure outlined under “Interview” in section 1.4.8 is followed.

Interview Committee members must discuss actual or potential conflicts of interest with the Chairperson of the Committee before the interview. The Chairperson of the Committee shall decide whether to include, or replace the committee member.

A referee for a candidate shall not be a member of the Interview Committee.

When the Vice-Chancellor is not a member of the Interview Committee, it shall make recommendations to the Vice-Chancellor for appointment, no appointment or re-advertisement and provide reasons.

1.4.5 References Sought

References should only be sought if they are to substantially help the committee in the selection process.

The Director, Human Resources, will, on the advice of the Chair of the Interview Committee, seek confidential references from those persons nominated by the short-listed candidates. The referees should be asked to address the selection criteria so the reference will help judge the applicant’s suitability for the position.

Normally, references should be written. Only the Interview Committee members may read the references.

1.4.6 Referee Checking

The Chairperson may telephone one or more referees identified by the candidate, with specific structured questions. The Chairperson should write verbatim notes of the responses for further discussion by the Committee. (See **Appendix 7 Reference Checking**.)

1.4.7 Not-In-Person Interview

The Director, Human Resources, in conjunction with the Chairperson of the Interview Committee, is responsible for arranging the appropriate mode of interview with any applicant(s) who cannot be brought to Le Papaigalagala. Personnel will arrange the interview timetable, and inform the candidates in advance, not less than 5 working days before the interview. When overseas applicants are to be interviewed in person a longer time may be required.

1.4.8 Interview

Interviews for positions are one source for gathering information on the suitability of applicants. Interviews need to be fair and contribute to the information the committee requires. Other sources are referees' reports, the *curriculum vitae*, papers/articles etc.

Preparation

The committee must develop appropriate questions on the selection criteria, the conditions of employment and the responsibilities and performance measures expected of the position, prior to the interview and allocated to committee members. All interviews therefore should have a similar structure with each applicant being given the opportunity to respond to similar questioning. This ensures a consistent and fair approach for all applicants. This structured approach does not in any way preclude the pursuit of individual leads or exploring in-depth any aspects when they are relevant to the selection criteria.

Questions should preferably be 'open-ended' rather than 'closed'. "Would you please inform us about your current research activities", "What teaching experience have you had in the areas listed in the job description", enable applicants to respond at length.

'Closed questions such as "Have you taught the areas listed in the job description?", 'Are you engaged in research at the moment?' are likely to receive only brief affirmative or negative answers. It should be remembered that questions are intended to enable the applicant to provide information so the committee can comparatively assess the applicants.

NOTE: The NUS Act [17 (f)] states that, the Council shall "ensure that the University does not discriminate against any person because of his or her descent, gender, language, religion, political or other opinion, social origin, place of birth or family status." In addition, the Labour and Employment Relations Acts 2013, 20 (2) prohibits discrimination of ethnicity, race, colour, sex, national extraction, sexual orientation, marital status, pregnancy, real or perceived HIV status or disability. The Committee is obliged to adhere to these provisions and must not therefore ask questions related to these issues.

The secretary to the committee should ensure that the physical arrangements for the interview are conducive for the interview and do not unsettle the applicants – noise, sun glare especially from behind the committee, not too much distance between the committee and the applicants etc.

Chairperson

The chairperson of the Interview Committee must remind members of the requirements of confidentiality – applicants should not be discussed outside the committee and the decision or recommendation only announced/approved by the Vice-Chancellor. (See 2.4.9 last paragraph) The chairperson is also responsible for ensuring that the interview is fair and elicits only that information required to determine which applicant, if any, meets the selection criteria. In the post-interview discussion, the chairperson ensures that all committee members are given an opportunity to state their views and judgments.

The Interview

- the chairperson should introduce each committee member, state their position and role.
- the chairperson should then ask general, factual questions about experience or qualifications to put the applicant at ease. At no time should any committee member act in an aggressive manner or be intimidating.
- Standard questions should be asked of each candidate. Each committee member must assess each response, taking into account transferability of skills from other contexts.
- Only questions relevant to evaluating an applicant's ability to fulfil the requirements should be asked. Personal questions on family background or arrangements, relationships, religion etc. should not be asked.
- Supplementary questions may be required to clarify issues or to obtain further information or to explore areas opened in the interview.
- Applicants should then be given an opportunity to seek additional information or raise matters which may not have emerged during the interview.
- Applicants should be asked the date on which employment at NUS could commence.
- For the successful candidate, that will be the date in the Letter of Intent.
- At the close of the interview, the chairperson should inform the applicant of probable timing of the decision.

Access

When interviewing applicants with physical disability, the committee should beware of making erroneous assumptions about the applicant's ability. The interview room should be suitably located to ensure that the applicant is not disadvantaged.

1.4.9 Interview Committee Decision

An interview committee's decision, including level of appointment, will only be made after considering the suitability of the applicant (s) according to the:

- Selection criteria
- Criteria and standards prescribed in the Position Description (See p3+)
- Information discussed and provided in the interview.

***NOTE:** The NUS Act [17 (f)] states that, the Council shall "ensure that the University does not discriminate against any person because of his or her descent, gender, language, religion, political or other opinion, social origin, place of birth or family status." In addition the Labour and Employment Relations Acts 2013, 20 (2) prohibits discrimination of ethnicity, race, colour, sex, national extraction, sexual orientation, marital status, pregnancy, real or perceived HIV status or disability. The Committee is obliged to adhere to these provisions.*

The Interview Rating Form (Appendix 6) must be used. As the discussion occurs members of the Interview Committee may alter their ranking and should do so on the form.

It is usual to seek a consensual decision, however if that is not possible, a majority decision may be made. If voting is tied the chairperson has a casting vote. The committee should appoint or recommend to the Vice-Chancellor, the best candidate who clearly satisfies the selection criteria. If no applicant is satisfactory, the committee may recommend re-advertising. In case the preferred applicant does not accept the offer, the committee should recommend a second candidate, provided that person also satisfies the selection criteria.

Members of Interview Committees and other staff may not communicate any decision or information about the interview process to anyone. Only the Pro-Chancellor or nominee in the case of a Vice-Chancellor's Interview Committee, Professorial Interview Committee and Senior Staff Interview Committee and the Vice-Chancellor or nominee in all other cases, may announce appointments and deal with any correspondence in relation to any application. A member of an interview committee must not communicate any decision or discussion of the committee to any applicant or anyone else.

1.4.10 Report of Interview Committees

a) No reports are required for the Vice-Chancellor's Interview Committee, Deputy Vice-Chancellor's Interview Committee, Professorial Interview Committee and Senior Staff Interview Committee as they are Council appointment committees. Instead a document stating the position, date, names of interviewees, who was appointed and signed by each member of the appointment committee after the decision is made, will suffice for the record. For other positions, if the Vice-Chancellor is present and he/she disagrees with the decision of the committee, as the employer of all staff, may inform the committee that its decision will not be followed. The Vice-Chancellor will write 'Disagree' on the form and sign. The Vice-Chancellor will decide what action is required.

b) Recommendation to the Vice-Chancellor

Upon completion of other interviews when the Vice-Chancellor is not present, the Interview Committee shall rank the candidates against the key requirements of the position beginning with the best suited applicant and recommend to the Vice Chancellor

- Whether the best candidate merits being offered the position – if not, the Committee should recommend re-advertisement or cancellation of the position.
- Where two candidates are deemed to be of equal merit, discussion should proceed until a decision is reached. A record of the process should be kept.
- The grade to be offered, taking into account equity issues and relativity with other staff members based on qualifications and experience.
- Whether any other candidate(s) should be considered for the position in the event that the preferred candidate may not be available, and the grade and salary to be offered in that event.
- The date the preferred applicant can commence at NUS.
- The summary of each interviewee's qualifications and employment record, and summary of the interview sheets should accompany the report.

The report of the Interview Committee is prepared by the secretary and must be signed by all members of the panel before submission to the Vice Chancellor for final approval within **three** working days of the interview.

No appointment is finalised until it is approved by the Vice-Chancellor.

Approval is not automatic.

1.4.11 Offer of Appointment

The Personnel Officer or Director, Human Resources will immediately:

- a) after the Vice-Chancellor has approved the appointment, offer the position to the successful candidate by telephone. If the applicant accepts, a Letter of Intent, (See **Appendix 8**) which will include position, salary, date of commencement and any special conditions will be sent. Service therefore starts not when the contract is signed but on the commencement date stated in the Letter of Intent, unless otherwise formally altered. The Letter should also include the on-line address of the *Academic, Teaching and Comparable Staff Policy Manual*. The successful applicant should be asked to respond within three working days by agreeing to and signing the reply to the Letter of Intent.
- b) verify the authenticity of the qualifications of the successful applicant. In addition to sighting testamurs - this may include verification with the awarding institution.
- c) seek a birth certificate or other documentary evidence of age and place of birth. If born overseas, evidence of residency/immigration status will have to be provided. A medical certificate may also be required.

1.4.12 Relocation Costs

A member of staff recruited from overseas will receive economy airfare for the staff member, spouse/partner and dependent children and travel insurance. (See Section 14) A 'dependent child' of the staff member, whether by issue or legal adoption or legal guardianship is under the age of 18 years and is receiving financial assistance from the staff member concerned.

Where economy class airfare is provided, additional charges in respect of baggage up to first class baggage allowance are met by the University provided such surplus baggage is air freighted as "unaccompanied baggage".

Freight on household and personal effects sent by sea will be provided, subject to conditions of contract and up to the following maximum:

- Single staff member: 1 cubic tons (1.7 cubic metres)
- Married staff member: 4 cubic tons (5 cubic metres)
- Each dependent child: 1/3 cubic ton (0.5 cubic metres)

The University will pay reasonable cost of packing and transport, by land and sea of approved effects, which will exclude motor vehicles.

Intermediate leave may be granted to a staff member from overseas who has agreed to return for another contract. In such cases, return airfares are payable but no other expenses are paid.

1.4.13 Acceptance of Appointment

After the offer has been accepted, the Personnel office will:

- Advise any remaining unsuccessful applicants (**Appendix 9 – Letter to Unsuccessful Applicants**)
- Arrange travel, relocation and accommodation for appointees (Section 1.4.12)
- Initiate induction procedures (**Appendix 10**)

- File the appointee's application, curriculum vitae, contract and other documents in his/her personal file, check documents and qualifications.
- Provide the staff member a contract (position description attached) for reading (that includes the terms and conditions of employment and any special arrangements) five days before the signing and within two weeks of commencement of employment. The signing will be done simultaneously by the staff member and the Vice-Chancellor or nominee and a witness. A copy must be provided to the staff member at the end of the signing.

1.5 Induction

1.5.1 Purpose

To ensure that new full-time staff have a positive and supportive introduction to NUS.

1.5.2 Responsibility

The immediate supervisor is responsible for providing a planned induction process.

1.5.3 Procedure

- a) When the successful applicant for a position has returned the signed reply to the Letter of Intent, and prior to the new staff member commencing the contract, the Director, Human Resources will send the induction checklist (**Appendix 10**) and a reminder about probation conditions [see (c) below] to the supervisor.
- b) The supervisor is required to explain the probation requirements and to determine any training needs. The supervisor and the staff member will agree on a plan to meet probation requirements. (2.2.1) A copy must be given to the staff member.
- c) The supervisor will ensure that the new staff member is introduced to other staff, and is given a tour of the campus to provide the location of relevant sectors (library, printery, counsellor, laboratories/workshops, etc.). Procedures for photocopying, printing, ordering of materials etc. should be explained. Accommodation, relevant equipment and keys should be arranged.
- d) A second meeting should be arranged within two weeks to discuss any problems or concerns, syllabus and assessment requirements, etc.
- e) Induction Checklist (**Appendix 10**) is to be completed within three weeks and is to be signed by the supervisor and staff member and returned to the Director, Human Resources.
- f) The supervisor will then monitor the staff member's progress.

1.6 Appointment Annulled

An appointment may be annulled if:

- a) the appointee fails to produce a birth certificate or evidence of qualification
- b) documents submitted are false
- c) immigration status is not satisfactory.

1.7 Application Documents

Files of all unsuccessful applicants must be destroyed, three months after the appointee takes up the position.

One copy of the successful staff member's application is to be placed in the personal file.

1.8 Non Compliance

Failure to comply with Appointments Procedures may result in the annulment of the appointment.

1.9 Appeal

There is no right of appeal against non-appointment on the grounds of the judgment of the University.

There is a right of appeal against non-appointment on the grounds of (a) a failure(s) procedure (b) that is so substantial that (c) it may have affected the decision.

Where an applicant has concerns, she/he may discuss these with the Director, Human Resources, who will address and explain procedural issues only.

If the applicant wishes to pursue the appeal, he/she must write to the Vice-Chancellor stating the grounds for the appeal. The Vice-Chancellor may appoint a three-member committee to address the concerns in procedure and advise the Vice-Chancellor on the appeal.

The Vice-Chancellor's decision is final.

1.10 Interview Committees

The Vice-Chancellor, or nominee, is normally, ex officio, a member of any University committee.

[NUS Act 2006, 21 (2)]

The Chairperson of an interview committee has the duty to ensure that the procedures are followed.

1.10.1 Vice-Chancellor Interview Committee (A Committee of Council)

[This Committee has to report its recommendation to Council as Council appoints the Vice-Chancellor.]

The Council shall appoint four members of the Council who are not staff or student members of the University to the Vice-Chancellor Interview Committee. Gender balance will be taken into account. The Pro-Chancellor (ex officio) would normally be the chairperson of the Interview Committee as a fifth member.

- Secretary: Secretary to Council

[This Committee has its own procedures for advertisement, interviewing etc. – see *Statute for Appointment of Vice-Chancellor* for details of procedures.]

1.10.2 Deputy Vice-Chancellor Interview Committee

[This committee makes the appointment.]

- Pro-Chancellor or nominee (Chairperson)
- Vice-Chancellor
- Three Council members who are neither student nor staff members of the University.

(Up to five members – the Chairperson has a deliberative and casting vote.)

- Secretary: Secretary to Council

1.10.3 Professorial Appointment Committee

[This committee makes the appointment.]

For the positions of Professor (Personal Chair), Professor and Associate Professor

- Chairperson of Council or nominee (Chairperson)
 - Vice Chancellor or nominee
 - Deputy Vice-Chancellor Academic and Research (no nominee)
 - One other Council member (not being a National University of Samoa staff/student member)
 - Three academics of higher or equal rank to the appointment from NUS or another university, at least two of whom must have expertise similar to the position under discussion
- (up to 7 members – the Chair has a deliberative and a casting vote. less than five members including three professors for a quorum.)
- Secretary: Director Human Resources

The decision of the Professorial Interview Committee is reported by the Vice-Chancellor to the next meeting of the Executive Committee or Council for noting.

1.10.4 Senior Staff Interview Committee

(Dean, University Librarian, Directors)

[This committee makes the appointment.]

- Pro-Chancellor or nominee (Chairperson)
- Vice-Chancellor or nominee
- Relevant Deputy Vice-Chancellor (no nominee)
- Another member of Council who is not an NUS staff/student member
- Pro-Chancellor's nominee*

(* Allows for specialist member for University Librarian, Director ICT, Director Financial services etc.)

- (up to five members. The Chairperson has a deliberative vote and a casting vote. Not less than four members for a quorum.)
- Secretary: Secretary to Council (for Director, Human Resources and Executive Officer)

1.10.5 Middle Managers Interview Committee

a) Heads of schools, managers, executive officer

[If the Vice-Chancellor is absent, the committee makes a recommendation to the Vice-Chancellor in its report. If the Vice-Chancellor is present and agrees with the committee's decision, the committee makes the appointment. If the Vice-Chancellor is present and does not agree with the committee's decision, Vice-Chancellor, as the employer, will decide what action is required.]

- Vice Chancellor (Chairperson or senior person present)
- Relevant Deputy Vice-Chancellor
- Dean of relevant faculty, when appropriate or Director, when appropriate
- Vice-Chancellor's nominee – rank not below the level of appointment.

(up to four members. The Chairperson has a deliberative vote and casting vote. Not less than three members for a quorum)

- Secretary: Director, Human Resources

b) Head of Department

[If the Vice-Chancellor is absent, the committee makes a recommendation to the Vice-Chancellor in its report. If the Vice-Chancellor is present and agrees with the committee's decision, the committee makes the appointment. If the Vice-Chancellor is present and does not agree with the committee's decision, Vice-Chancellor, as the employer, will decide what action is required.]

Applicants have to be a senior lecturer, lecturer grade 1 or grade 2. Appointed by letter.

- Deputy Vice-Chancellor, Academic and Research or nominee (Chairperson)
- Relevant Dean
- Another dean
- Not less than three members
- Secretary: Director, Human Resources or nominee

1.10.6 Other Comparable Staff

- Vice-Chancellor (Chairperson or senior person present)
- Relevant Deputy Vice-Chancellor or Director, Governance Policy and Planning or Financial Service
- Director
- Another Director
- [If Director is chairperson then include another comparable staff member to make a Committee of three.]

(Not less than three members for a quorum)

Secretary: Director, Human Resources or nominee.

[Staff working for Directors Governance Policy and Planning and Financial Services do not report to a Deputy Vice-Chancellor but to director. If so, they need another director and two other comparable staff to make 3.]

1.10.7 Lecturer Interview Committee

[If the Vice-Chancellor is absent, the committee makes a recommendation to the Vice-Chancellor in its report. If the Vice-Chancellor is present and agrees with the committee's decision, the committee makes the appointment. If the Vice-Chancellor is present and does not agree with the committee's decision, the Vice-Chancellor, as the employer, will decide what action is required.]

For the position of Senior Lecturer

- Vice Chancellor (Chairperson - or senior person present)
- Deputy Vice-Chancellor, Academic and Research
- Relevant dean or acting dean, not below appointment level
- Head of Relevant Department
- One staff member of equal or higher rank to the appointment from the same department/school if possible
- One staff member of equal or higher rank to the appointment from another faculty/school
- (up to six members – Chairperson has a deliberative & a casting vote. Not less than four members for a quorum.)
- Secretary: Director, Human Resources or nominee

For the positions of Lecturer Grade I, Lecturer Grade II, Lecturer Grade III, IV and Tutor/Demonstrator

- Deputy Vice-Chancellor, Academic and Research (Chairperson - or senior person present)
- Dean of Relevant Faculty or nominee
- Head of Relevant Department or nominee, if applicable
- One academic of equal or higher rank to the appointment from the same department if possible
- One academic of equal or higher rank to the appointment from another faculty
- (up to five members if Vice-Chancellor attends – the Chair has a deliberative and a casting vote. Not less than four members for a quorum.)
- Secretary: Director, Human Resources or nominee

SUMMARY OF RECRUITMENT PROCEDURES

The detailed procedures are set out in Section 1 and in Appendices 1-10 and should be carefully read and followed.

| Step | Responsible |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1. Justification for position: – former or new position (App 1) – review of position description | Dean |
| 2. Approval for position & salary range | Vice-Chancellor |
| 3. Position advertised | Personnel Administration Officer |
| 4. Interview Committee formed before closing date | VC/DVC/Dean & Director, Human Resources |
| 5. Interview Committee provided with applications etc. day after closing date | Director, Human Resources |
| 6. Committee meets to short list applicants, record reasons for short listing and prepare interview questions based on criteria | Chairperson |
| 7. References (App 7) sought for short-listed applicants, if required | Director, Human Resources |
| 8. Interview time arranged five days prior to interview | Director, Human Resources |
| 9. Interview conducted according to section 1.1.8 | Chairperson |
| 10. Report to Vice-Chancellor within three working days of interview, if required | Chairperson & Director, Human Resources |
| 11. If approved, letter of intent (App 5) to be sent to successful applicant within two working days | Personnel Officer Director, Human Resources |
| 12. If applicant accepts, verification of documents | Director, Human Resources & Personnel Officer |
| 13. Notification to unsuccessful applicants and initiate appointment procedures as in 1.4.11-13. (App 9) | Director, Human Resources & Personnel Officer |
| 14. Induction (1.5) (App 10) | Director, Human Resources & Supervisor |