



Employment of Staff policy

Section 1 - Preamble

(1) This Policy is effective from 7 September 2020.

Section 2 - Purpose

(2) This Policy outlines conditions for staff recruitment, selection and employment.

Section 3 - Scope

(3) This Policy applies to all prospective and current staff of the University.

Section 4 - Policy

(4) The University will recruit, select and appoint staff on the basis of merit and on terms consistent with Statutes, Regulations and any other legal requirements and in accordance with the provisions of:

- a. the current [Deakin University Enterprise Agreement 2017](#) (EA)
- b. Senior Staff Performance Contracts
- c. other contracts of employment.

(5) The terms and conditions of employment for staff, including provisions relating to salary and any allowances, will be determined by the Vice-Chancellor pursuant to authority delegated by University Council and in accordance with the provisions of:

- a. the [EA](#);
- b. a current Modern Award;
- c. relevant legislation or other legal requirement;
- d. Senior Staff Performance Contracts; and/or
- e. other contracts of employment as are applicable or may be appropriate.

Appointments made by University Council

(6) University Council will appoint staff to positions as are required to be appointed by University Council as set out in University Statutes or Regulations. University Council may appoint other staff in categories and on terms and conditions as are determined by University Council.

(7) University Council on the recommendation of the Vice-Chancellor will appoint members of the Executive.

Appointments made by the Vice-Chancellor

(8) Pursuant to the specific delegation of authority by University Council to the Vice-Chancellor, the Vice-Chancellor will appoint all Executive Deans, Deputy Deans, Associate Deans, Heads of School, Associate Heads of School and Professors.

(9) The Vice-Chancellor will appoint senior managers whose appointment is not otherwise specified in University Statutes or Regulations.

(10) The Vice-Chancellor will report to University Council in respect of all appointments made under clauses 8 and 9 above and will notify the Academic Board of all appointments of Executive Deans, Deputy Deans, Associate Deans, Heads of School, Associate Heads of School and Professors.

All other appointments

(11) The Vice-Chancellor or nominee will appoint all other Academic, Professional and honorary staff.

Workforce planning

(12) All appointments must support and enable the achievement of the University's [Workforce Management Plan 2016-2020](#) and optimise the staffing profiles of Faculties and Portfolios identified in their Workforce Management Plans.

(13) Faculty and Portfolio Workforce Management Plans must identify potential gaps in their staffing profile and include a formal succession plan for senior managers and key positions in their areas.

(14) The development and implementation of areas Workforce Management Plans is the responsibility of the relevant member of the Executive or Head of Organisational area with support provided by their Senior HR Business Partner/HR Business Partner, Human Resources Division.

Diversity and inclusion

(15) All appointments must support Deakin's commitment to enable staff of all backgrounds, cultures, abilities and gender and other identifies to access and succeed at work and feel welcome, safe and supported at the University.

(16) The University is committed to providing increased employment opportunities to our Aboriginal and Torres Strait Islander communities as stated in the University's [Aboriginal and Torres Strait Islander Employment Strategy](#) and clause 24 of the [Deakin University Enterprise Agreement 2017](#).

Section 5 - Procedure

(17) The following Procedures document how to comply with this Policy:

- a. [Appointment of Conjoint Academic Staff procedure](#)
- b. [Casual Staff Employment procedure](#)
- c. [Honorary Appointments procedure](#)
- d. [Leaving Deakin procedure](#)
- e. [Recruitment of Staff procedure](#)
- f. [Remuneration procedure](#).

Section 6 - Definitions

(18) For the purpose of this Policy:

- a. Academic staff: staff who are engaged to undertake teaching, research and/or related academic duties
- b. Executive: includes Deputy Vice-Chancellors, the Chief Operating Officer, Chief Financial Officer, Chief Digital Officer and Faculty Executive Deans who report directly to the Vice-Chancellor.
- c. Honorary staff: academic appointments at the levels of honorary professor, honorary associate professor, adjunct professor and honorary fellow. Honorary appointments carry no specific remuneration.
- d. Professional staff: staff of the University who provide administrative, technical or other academic support services.
- e. Senior managers: senior positions as determined by the Vice-Chancellor.

Status and Details

Status	Current
Effective Date	7th September 2020
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Approval Date	7th September 2020
Expiry Date	To Be Advised
Responsible Executive	Kean Selway Chief Operating Officer +61 3 52278588
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