

Royal Education Society's
College of Computer Science and Information Technology, Latur
GOVERNING POLICY

This procedure is made under the Recruitment and Appointment Policy.

SCOPE

This procedure applies to all staff at the Institution.

PROCEDURE

1. Pre-recruitment

- The head of department delegate will seek approval to create a new position or fill a vacant position from the CDC and CGB by submitting:
 - a completed recruitment assessment tool.
 - a statement specifying where the position will fit in relation to the department's workforce plan
 - position details and sources of funding

2. Advertising

- A position which has been approved by the CGB requested by CDC or IQAC and same may be advertised in the Institution approved advertising style and template.
 - Advertising guidelines including deadlines
- A head of department delegate will arrange for a professional staff position that is a full time / continuing position or a part time / fixed-term position for a period of 11 months that must be approved by CGB requested by CDC and IQAC.
- A CGB approved funding for the advertising of a position within an approved workforce plan and budget.
- The principal, in the case of an academic position up to and including supporting and non-teaching staff.
 - The President of CGB or CDC, in the case of an academic position like principal, vice- principal, HOD and teaching staff.

- If a Temporary or fixed term position of less than 11 months which is filled with or without advertisement is extended or converted to continuing or full time, the CDC and IQAC should consult with the Head of the
- The President of center governing body, approve the waiver of advertisement and appointment by invitation where none of the circumstances listed above exist.

3. Costs of attending interview

- The CGB agree to pay or reimburse the whole or part or nothing of any travel and accommodation costs incurred by an interstate or overseas applicant attending an interview.

4. Selection committee composition

- The Principal will ensure that a selection committee as near as possible approaches a balance of male and female membership.
- The gender representation on the selection committees can be monitored by the equal opportunity observer.
- The information about the selection committee membership should be confidential.
- The information about applicant should be confidential before selection.
- The recommended membership for a selection committee responsible for selecting an academic staff member and the position or delegate authorized to approve membership are set out in Table 1.

Table 1. Selection committee composition

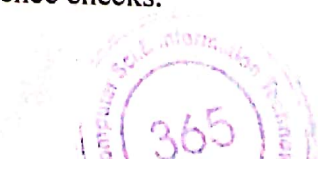
Appointment level	Committee members	Approval of membership
Principal	CGB, CDC, University representative or experts, IQAC coordinator.	Approved by President of CGB
Vice – Principal	CGB, CDC, IQAC coordinator and academic experts.	Approved by President of CGB, Principal
Head of the Department	CGB, CDC, IQAC coordinator.	Approved by President of CGB, Principal
Assistant professor / Associate Professor	President, Principal, Vice-Principal and Head of department. University representative or two external experts. A senior member of professional staff	Approved by President of CGB, Principal



	may be included.	
Supporting and Non-teaching	President of CGB and Principal	Approved by President of CGB, Principal

5. Selection committee proceedings

- The chair of the selection committee will arrange for members to have or have access to the necessary resources, including:
 - all of the applications
 - written references
 - the position description and selection criteria
 - policies on equal opportunity
 - departmental work plan and other relevant material
 - supporting material such as matrix grids for short listing applicants and interview forms
 - behavioural event interview questions.
- Selection committee members must be satisfied that the widest possible field of candidates has been attracted through the search and advertising processes and will select the successful applicant based on merit against the selection criteria and the applicant's potential.
 - In the case of academic staff being selected for higher level, the applicant must exhibit the potential to advance through to senior academic positions.
 - In the case of professional staff, the applicant must exhibit the potential to advance to more senior positions or the ability to develop other skills that may be required by the Institution from time to time.
- Assessment of merit for recruitment and selection will be conducted in accordance with the guidelines for consideration of performance relative to opportunity.
- A selection committee may use various methods to assess candidates for positions including interview, skills tests, delivery of seminars and reference checks.



7. Appointments

- Table 2 indicates the position or delegate authorised to approve appointment recommendations.
- By approving the appointment of an applicant, approvers are certifying that all Institutional policy requirements have been observed

Table 2. Approval of appointment recommendations

Type of appointment	Approval
Principal	Approved by President of CGB
Vice – Principal	Approved by President of CGB, Principal
Head of the Department	Approved by President of CGB, Principal
Assistant / Associate Professor	Approved by President of CGB, Principal
Supporting and Non-teaching	Approved by President of CGB, Principal

8. Contracts of employment

- Where an appointment has been approved by the authorised delegate as mentioned in the above table 2 will:
 - arrange for the contract of employment to be forwarded to the successful applicant
 - advise unsuccessful applicants (if requested by the department).
- To be valid, a contract of employment must be:
 - signed by the President of CGB for continuing and full time employment as principal / Vice-Principal / Administrative head.
 - signed by the President of CGB or Principal for continuing and full time / part time employment as assistant professor or associate professor.



- signed by the principal delegate for supporting and Non-teaching staff member.
- A prospective staff member may not commence duties unless he or she has accepted the contract of employment in writing and completed any pre-employment requirements.
- A prospective staff member may accept an offer by signing a copy of the contract

9. Information to be provided to continuing and full time / part time staff in contracts of employment

- Prior to the commencement of employment, the local Human Resource representative will provide to the prospective continuing staff member a contract of employment which stipulates the type of employment and includes the following details relevant to that employment:
 - a) the date of commencement of employment
 - b) the classification level and salary of the staff member on the commencement of the employment
 - c) the hours or time fraction to be worked
 - d) the name of the supervisor of the position
 - e) the performance standards required
 - f) the duties of the position
 - g) for any staff member subject to probationary employment, the length and terms of the probation
 - h) other main conditions of employment, or the documentary, or other recorded sources from which such conditions derive, and from which the duties and reporting relationships to apply upon appointment can be ascertained.



Recruitment and appointment policy

Scope:

This policy applies to all staff members at the COCSIT, Latur, volunteers, honorary appointees and persons engaged by the Institution.

POLICY

1. Recruitment, selection and appointment of staff

- Staff are recruited and selected based on merit through fair and open processes set out in the Recruitment, Selection and Appointment Procedure and in the context of an overall workforce plan. The principles underpinning the recruitment process are fairness, credibility, equal employment opportunity, merit.
- College Development Committee is accountable for compliance with Institution policy.
- The creation of a new position must be approved by the CGB and principal, based on the position and the level.
- The composition of a selection committee and the delegated authorities for approval of committee membership are out in the Recruitment, Selection and Appointment Procedure..
- A contract of employment must be provided for all new staff and current staff who are offered a different position or terms and conditions to those of their current position. The details to be included in the contract of employment are specified in the Recruitment, Selection and Appointment Procedure.

2. Personal relationships, employment and other staffing decisions

- As a broad guiding principle, it is undesirable that personal relationships should intrude or be seen to intrude on or influence staffing decisions.
- Staff members should be neither advantaged nor disadvantaged because of a personal relationship with another member of staff or a member of a University committee.
- The Institution strongly encourages staff members to make every effort to avoid situations within the workplace where personal relationships may lead to questionable staffing decisions.

- Whilst a close personal relationship with another staff member or an applicant for an employment opportunity within the University does not itself preclude a staff member from making staffing decisions, it is imperative that such decisions are based solely on the criteria of merit, the needs of the University and are consistent with the Conflict of Interest Procedure.

3. Appointment types

- The Institution contracts with the following categories of individuals to provide a service or services to the Institution:
 - Employees (Full time / Temporary)
 - Independent contractors
 - Institution visitors
- The rights and obligations of the Institution and the individual vary with each category of service relationship. The Appointment Types Procedure sets out the framework for categorising and establishing the service relationship between the individual and the Institution.

4. Employment types

- Staff members can be engaged in one of the following types of employment:
 - Full Time employment
 - Temporary / Part time employment
- Full time employment means a teacher employed for at least 90 percent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher ongoing employment with no fixed end date. The circumstances under which a staff member engaged in curriculum, co-curriculum and extra-curriculum activities of the institution.
- Part or Fixed-term employment contracts are only offered where the staff member is to be engaged in a work activity that falls within one of the categories listed in the Employment Types Procedure and where:
 - The employment is for a specified term or ascertainable period for which the contract specifies the starting and finishing dates of that employment (or in



lieu of a finishing date, the circumstances or contingency relating to a specific task or project upon the occurrence of which the term of the employment will expire)

- During the term of employment, the contract is not terminable by the Institution, other than during a probationary period or for serious or willful misconduct.

5. Administrative service

Expectations of administrative staff in the Institution are that they:

- possess knowledge, skills and experience relevant to occupying a position at a senior level in the Institution;
- have the capacity to think and plan strategically on a range of issues and functions;
- have decision making and problem solving skills, and the capacity to provide creative solutions to new and old problems;
- lead and manage large groups of staff;
- accept responsibility for developing and managing change;
- understand the broader financial government, legal and industrial environment and ensure administrative compliance with community standards;
- accept responsibility for the performance of their function and its contribution to the Institution's objectives;
- represent the Institution to the public, staff and students;
- act autonomously within policy guidelines in accordance with University procedures;
- Work to ensure a high level of educational service.

6. Conditions of employment

- Staff employed on full time or continuing contracts have continuity of employment and accrue various benefits such as CL, DL, ML, SL, and VL, redundancy entitlements in accordance with relevant workplace agreements. The agreements



with Institution, Council policies (including Institution policies) and Institution Statutes and Regulations as varied from time to time.

- A Temporary / part / fixed-term staff member is entitled to the same employment conditions that apply to a full time staff member engaged in an equivalent classification and working an equivalent proportion of normal weekly hours or time fraction for academic staff, unless the contract of employment specifies otherwise.

7. Basis of employment

- Continuing and fixed-term staff may be employed on a full-time / Temporary / part-time.
- Full-time staffs are entitled to employment conditions as specified in relevant workplace agreements, agreements with Institution, Council policies (including Institution policies), Institution Statutes, and Regulations as varied from time to time.
- Temporary / Part-time staff members are entitled, on a pro-rata basis, to the same employment conditions that apply to an equivalent full-time staff member, unless otherwise specified in the contract of employment.

8. Pre-employment requirements

- Pre-employment assessments and checks of a prospective staff member may be undertaken prior to the commencement of work, including assessments and checks relating to:
 - Academic Knowledge,
 - health
 - Participation in various activities such as curriculum, co-curriculum and extra-curriculum.
 - Behaviour with students, staff member.
 - Academic feedback

9. Staff transfer

- Academic and professional members of staff may permanently or temporarily transfer from one position to another within the Institution. The situations in which

a transfer is permitted and the transfer process are set out in the Transfer, Secondment and Exchange Procedure.

- When a staff member permanently transfers to another position, the terms and conditions of the previous position are foregone and those associated with the new position to which the staff member has transferred are adopted.
- A staff member may request a permanent or temporary transfer to their supervisor, or CDC in the following situations:
 - workover
 - successful applications for another position within the Institution.
 - staff development purposes.
 - physical incapacity to carry out the duties of his or her current position.
 - part of the redeployment process in a redundancy situation
 - existence of personality conflicts

11. Secondment

- The following secondment arrangements apply:
 - The Secondment out of the Institution is where an employee of the Institution is placed in another Institution for a specified period and at the end of that time will return to duty at the Institution.
 - The Secondment into the Institution is where the Institution wishes to fill a vacant position and at the end of the secondment, the seconded staff member returns to the releasing Institution or will no longer be an employee of that Institution if the employment has come to an end. Where the secondment involves a Institution appointment, standard appointment processes and policy must be followed.
- Secondment must be:
 - based on mutual agreement between the staff member, the Institution and releasing or host Institution
 - for a specific period



- agreed by those parties before commencement of any secondment.
- A formal secondment agreement is required where:
 - an employee of the Institution is placed in another Institution for a specified period
 - an employee from another Institution is performing work for the University and the University is reimbursing the other Institution for the work.

12. International exchange

- The Institution is committed to establishing mutually beneficial links with other international institution or universities to share ideas and expertise and provide staff development opportunities for academic and professional staff. The procedures for participating in international exchange arrangements are set out in the Transfer, Secondment and Exchange Procedure.

13. Staff induction

- New staff members are provided with both a Workplace induction and institution induction program to assist their understanding of the Institution work environment, performance expectations and their own rights and obligations. Casual staff members are provided with a modified program. The induction processes in the Institution are set out in the Staff Induction Procedure.
- Workplace induction and Institution induction must be undertaken within the probation period or within the first six months of employment if the probation period exceeds six months.

14. Probation and confirmation

- Continuing and Temporary / part-term employment may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract.
- The purpose of the probationary period is to establish whether there is an appropriate match between the person, the job and the work environment, and whether a good working atmosphere has been established within the work



group. Successful probation requires both the employee and the supervisor to be satisfied with the arrangements.

- Before the end of the probation specified in the staff member's contract, a decision must be made as to whether the staff member should continue in employment with the Institution. In the event that the staff member cannot meet the probation criteria, employment may be terminated.
- Probation periods (for professional staff) and confirmation periods (for academic staff) apply to all staff members who are new to the University (except casuals) or who are employed on a second or subsequent fixed-term contract, where the type of employment and duties are substantially different, eg. a move from a professional staff position to an academic staff position
- Probation periods do not apply where the type of employment is unchanged and in cases of transfer or secondment. The employment of casual staff will not be subject to a probationary period.

16. Linked advancement

- The Linked Advancement Program (LAP) provides professional staff with the opportunity to progress through the incremental structure of their appointed classification level and into the classification level above on the basis of work availability, development and individual performance.
- The LAP provides supervisors with the flexibility to reward and recognise performance at the department or faculty level. As progression through the LAP is based in part on individual performance in a position, when the position is vacated, it may be filled at the lower classification level.
- The processes for linked advancement are set out in the Job Classification and Linked Advancement procedures

17. Work experience

- Departments are often approached by students wishing to gain work experience. Work experience can be a school-based program, tertiary college, or State or Commonwealth Government assisted adult education program which places students in the workplace. Work experience is part of work education which gives students the opportunity to learn about work and Institution as part of their total



education. The process for work experience placements are set out in the Work Experience Procedure.

