
Selection, Appointment and Induction Policy – Academic and Administration Staff

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Purpose:	The purpose of this policy is to define the framework for the EIT management team in undertaking the selection, appointment and induction of administrative and academic staff with integrity, dignity and professionalism.
Scope:	This policy applies to all administrative and academic staff being recruited and inducted into the EIT and the staff undertaking those recruitment and induction functions.
Overview:	Based on the well established position that one of the most important elements of a education institution is to be able to effectively source outstanding committed staff, a clearly understood policy on appointment of academic and administrative staff is vital. This policy covers the selection and induction of administrative and academic staff, including the preferred policy on handling staff during the probationary period.

Essential Supporting Documents: “*Determination for Training and Assessment Competencies to be held by Trainers and Assessors*” - National Skills Standards Council – 17 June 2013

1.0 Introduction

This Policy on Staff Appointments should be read in conjunction with the Procedure on Academic and Administrative Staff Appointments.

2.0 Selection of Administration Staff

The selection and appointment of administration staff for the EIT includes the following:

- Employment duties, and required qualifications and experience are determined by the Dean of Engineering and the relevant business area manager.



- An internal advertisement, within the EIT and its parent company, or an external advertisement in a newspaper, on a web site or through an employment agency, are used to attract appropriate staff.
- A selection panel of at least two persons will be created for each position. This panel will be composed of the Dean of Engineering, the relevant business area manager, the Office/Human Resources Manager (if required) or another appointed by the Dean of Engineering. There will be at least one male and one female member on the selection committee if one of the candidates is a female.
- The selection panel is responsible for preparing a short list, arranging and conducting interviews as required, and making appointment recommendations/decisions.
- The Office/Human Resources Manager is responsible for obtaining referee reports on the selected candidate.
- Appointment recommendations are to be accompanied by certified copies of all certificates or testamurs claimed by the applicant.

3.0 Selection of Academic Staff

The selection and appointment of academic staff for the EIT includes the following:

- Adherence with the requirement of SNR15 and the National Skills Standards Council's (NSSC) *"Determination for trainer and assessor competencies" – 17 June 2013*. This determination specifies the minimum qualifications or competencies that must be held by trainers, people delivering nationally recognised training under supervision and assessors in the VET sector.
- Employment duties, and required vocational qualifications and experience are determined by the Dean of Engineering and/or the E-Learning Manager.
- An internal advertisement, within the EIT and its sister company, or an external advertisement in a newspaper, on a web site or through an employment agency, is used to attract appropriate staff.
- The screening of all initial applications by the E-Learning Manager who will then make recommendations to the Dean of Engineering.
- Academic Staff are expected to be professional engineers, with a good many years of experience in their fields of expertise or highly experienced technologists and technicians.
- The following attributes are expected in would-be lecturers:
 - Competence in the subject matter
 - Awareness of the program's purpose and learning outcomes
 - Knowledge and skill in instructional methods
 - Knowledge and skills in modern instructional technologies (e.g. web and video conferencing and a Learning Management System).
 - Ability to communicate with the students at their appropriate levels – i.e. interact with and impart knowledge to tradesmen/women, technicians,



technologists and engineers - all acquiring knowledge in the same learning outcome areas.

- If the applicant is deemed suitable the Office/Human Resources Manager and/or E-Learning Manager are responsible for checking referees on all academic staff.
- Once appointment decisions have been finalised the Office/Human Resources Manager and/or E-Learning Manager are to send the applicant all relevant contractual documentation and request certified copies of all certificates or testamurs claimed by the applicant to initiate their review period.

4.0 Induction of all staff

4.1 Administrative staff

Administrative staff are provided with an induction program tailored to their particular type of staff development/position.

The formal induction program will cover:

1. An overview of, and access to, all relevant EIT policies and procedures that relate to their required duties
2. A current copy of (or web link to) the VET Quality Framework.
3. An overview of Occupational Health and Safety Guidelines.
4. Any required training on the use of delivery technologies currently in use.
5. On the Job Training

4.2 Induction of Academic (Training & Assessment) Staff

The new methods of teaching at the EIT are considerably different to other institutions of learning and thus it is critical that new academic staff achieve a good level of understanding of these (mainly) synchronous e-learning technologies to optimise their performance and satisfaction. The induction of new academic staff is thus particularly important to their long term success and is detailed below.

Academic staff will be required to undertake training in the use of new e-learning technologies to be used in the development of curriculum resources, teaching methods, delivery of instruction and interaction with students inter alia.

As a part of a continuing professional development policy with this new technology, academic staff are:

- Encouraged to attend each other's lectures/webinars.
- Encouraged to attend conferences and courses run by other organisations in relevant technical fields.
- Involved in the development and writing of new course proposals and content, as well as reviewing and critiquing the work of other lecturing staff.

All prospective academic staff are required to attend/view recordings of webinars relevant to their fields of study and those which they intend to teach. Feedback is



then provided. Further monitoring is undertaken by experienced staff through dummy presentations before a new lecturer runs a webinar independently.

Further preparation may be required by the new academic staff member.

5.0 Staff Performance During Probationary Period

New staff will be assisted through the probationary period to perform as per the originally defined requirements.

Staff performance is assessed through the use of the following:

- Reviews conducted by the relevant business area manager and the Dean of Engineering on a regular basis based on knowledge obtained during the normal management of administrative and teaching operations.
- Lecturer webinars are viewed on a regular basis by the Course Coordinators and feedback is provided to the lecturer.
- Where a lecturer's performance fails to meet the required standards the issues identified are communicated to the E-Learning Manager. Feedback is provided to the lecturer and the lecturer's webinars are monitored to see improvement. Should the lecturer not show sufficient improvement or not respond to the feedback then they are not provided with any more units/ modules and are taken off the course list.
- The results obtained from the Student Feedback survey instruments