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## **Selection, Appointment and Induction Policy – Academic and Administration Staff**

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<b>Policy Contact:</b>	Human Resources Manager
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<b>Revision No:</b>	3
<b>Date of Revision:</b>	10 <sup>th</sup> October 2010
<b>Purpose:</b>	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.
<b>Scope:</b>	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.
<b>Overview:</b>	Based on the well established position that one of the most important elements of a higher 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.
<b>Essential Supporting Documents:</b>	
<b>Related Documents:</b>	- Selection, Appointment and Induction Procedure – Academic and Administration Staff

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### **1.0 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 Governance Board, based on recommendations from the Dean of Engineering.
- An internal advertisement, within the EIT and its associated company IDC Technologies, 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 Human Resources Manager or



another appointed by the Governance Board. 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 a recommendation to the Governance Board.
- The 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.

## **2.0 Selection of Academic 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 Governance Board, based on recommendations from the Dean of Engineering.
- 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, is 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 Human Resources Manager or another appointed by the Governance Board. 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 a recommendation to the Governance Board.
- The Human Resources Manager is responsible for obtaining referee reports on all shortlisted candidates.
- Appointment recommendations are to be accompanied by certified copies of all certificates or testamurs claimed by the applicant.

## **3.0 Induction of all staff**

### **3.1 All staff**

Both administrative and academic staff will be provided with an induction program that covers (as appropriate):

1. Formal induction into the EIT, covering all relevant policies and procedures that relate to their required duties.
2. For onsite staff an overview of the Occupational Health and Safety Guidelines.
3. Copies of, or access to, all policy documents.
4. Any required training on the use of teaching and delivery technologies currently in use.



5. A mentor who will provide ongoing advice on teaching methods, standards and performance.

### **3.2 Induction of Teaching Staff**

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

Where appropriate, staff may 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/webconferences.
- required to chair and present papers at conferences organised by IDC.
- encouraged to attend conferences and courses run by other organizations 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 web conferences relevant to their fields of study and those which they intend to teach. They are introduced to the processes by assisting the incumbent lecturer/mentor. Feedback is then provided. Further monitoring is undertaken by experienced staff through dummy presentations before a new lecturer runs a web conference independently. The mentoring staff member provides feedback to the Dean of Engineering.

Further preparation may be required by the new staff member.

### **4.0 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:

- reports prepared by the E-learning Operations Manager and Dean of Engineering on a regular basis from knowledge obtained during the normal management of administrative and teaching operations.
- the results obtained from the Student Feedback survey instrument.

Where a staff member's performance fails to meet the required standards the issues identified are communicated to the lecturer. To remedy the problem/s and to ensure



the situation improves a moderator/mentor is added to his/her schedule. Depending on the weakness identified the moderator will:

- Become an 'observer' in a series of webcasts to ensure presentation problems are addressed
- Moderate student work to ensure accuracy and fairness

The feedback from this will be communicated to the Academic Board and the lecturers' independence reinstated or notification of suspension given. If the latter is deemed necessary options available to the lecturer are discussed.

When a staff member applies for an extension of a current position or a promotion, the staff performance reviews are used by the Management team and Dean of Engineering as a part of that selection/acceptance/rejection process.