

## RECRUITMENT, SELECTION, APPOINTMENT, AND INDUCTION POLICY – HIGHER EDUCATION

<b>Policy / Document Approval Body:</b>	Academic and Governance Boards
<b>Date Created:</b>	26 February 2010
<b>Policy Custodian:</b>	Human Resources Manager
<b>Policy Contact:</b>	Human Resources Manager
<b>Location on EIT website:</b>	<a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a>
<b>Review Period:</b>	Every Three Years
<b>Revision No:</b>	10
<b>Date of Revision:</b>	8 May 2023
<b>Date Approved:</b>	29 June 2023
<b>Date Commenced:</b>	30 June 2023

### 1.0 Purpose

The purpose of this policy is to define the framework for the EIT management team in undertaking the selection, appointment, and induction of higher education administrative and academic staff with integrity, dignity and professionalism.

### 2.0 Scope

This policy applies to all higher education administrative and academic staff being recruited and inducted into EIT and the staff undertaking those recruitment and induction functions. It also includes processes for the probationary period.

### 3.0 Objectives

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.

### 4.0 Implementation

#### 4.1 Recruitment, Selection and Appointment of Staff

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

- Employment duties, salary, advertisement and required qualifications and experience are determined by the Dean or Deputy Dean in consultation with the relevant department manager for all administrative and academic staff positions.

- An internal advertisement, within EIT, and its sister company, or an external advertisement on a job website is used to attract appropriate staff. An employment agency may be used as a last resort.
- A selection panel of at least two persons will be created for each position. This panel will be composed of the Dean of Engineering and/or the relevant Department Manager, the Human Resources (HR) Manager and/or another person depending on the position vacant and diversity of gender.
- The selection panel is responsible for preparing a short list and arranging and conducting interviews as required.
- The Human Resources Manager is responsible for obtaining referee reports on the selected candidate.
- Appointment recommendations are to be accompanied by certified copies (or the original sighted by the HR Manager) of all certificates or testamurs claimed by the applicant to ensure verification of qualifications.
- Appointment of Academic Leaders are to be finally approved (or “signed off) by the Academic Board.
- All other higher education positions are to be decided by the selection panel, in association with the Dean, if he/she has not been part of the selection panel. The Dean will be the final decision-maker, unless academic staff have not fully met the qualifications requirements of the position description, in which case the Academic Board will be the final decision-maker.

## **4.2 Induction**

### **4.2.1 All staff**

Both administrative and academic staff are to be provided with a relevant induction program on processes and procedures at EIT along with additional information on professional development. This falls mainly within two categories, namely professional development for academic staff and managerial and administrative leadership.

The formal induction program for all staff will cover:

1. An overview of all relevant EIT policies and procedures that relate to the staff member’s required duties.
2. An overview of WHS (WA) or OHS (Victoria) guidelines.
3. Access to, all EIT policy documents.
4. Any required training on the use of teaching and delivery technologies currently in use.
5. The appointment of a mentor who will provide ongoing advice on standards and performance.
6. A formal meeting with a member of staff from each department (where possible) to understand their tasks and perspectives.

The induction program with regard to managerial and administrative leadership for non- academic staff is developed to improve supervision, resources management, administrative skills and leadership potential. It is primarily developed through sponsored attendance at executive training sessions relating to leadership and teaching and learning in higher education.

#### 4.2.2 Academic Staff

The induction program with regard to professional development for academic staff is developed primarily through:

- regular communication with academic staff where updates to course units are discussed with feedback and input from academic staff.
- support and encouragement offered to academic staff to pursue further study opportunities in higher qualifications. Such support can be provided through study leave and financial assistance, such as through EIT Academic Scholarships.
- encouragement offered to academic staff to pursue rewarding academic research and other scholarly activities.
- support offered to academic staff to participate and present in external professional conferences and events.
- Encouragement offered to academic staff to participate in external professional academic bodies and committees.

#### 4.3 Staff Performance During Probationary Period

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

The Dean of Engineering and/or Deputy Dean and/or relevant Department Manager, will monitor new administrative staff performance during the probationary period and will provide regular feedback. In the case of unsatisfactory performance, the new staff member's employment will be terminated if at least two meetings have been held, clearly outlining the underperformance and extensive training and assistance has been provided to address the underperformance without subsequent improvement in performance. All meetings and agreed training will be documented in writing by the relevant department manager with an action plan agreed to and signed by the employee.

New staff performance is assessed through the use of the following:

- Reports prepared by the Higher Education Manager and/or Deputy Dean on a regular basis from knowledge obtained during the normal management of administrative and/or teaching operations.
- Results obtained from Student Feedback surveys (for academic staff only).

Where a new academic staff member's performance fails to meet the required standards, the issues identified are communicated to them. To remedy the problems and to assist with improving the situation, a supervisor/mentor is added to their schedule. Depending on the weakness identified the supervisor will:

- Become an 'observer' in a series of classroom sessions/webinars/lab sessions to ensure presentation and/or student management problems are addressed.
- Moderate assessment and comments on student work to ensure that accuracy and fairness is applied.

The feedback from this will be communicated to the Dean and the academic staff member's independence reinstated or notification of termination is given. If the latter is deemed necessary, options available to the academic staff member are discussed. At least two formal counselling sessions will be held before the academic staff member is terminated.

## 5.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

## 6.0 Related Documents

- Academic Staff Promotions Policy and Criteria.HE
- Diversity, Fair Treatment and Equal Opportunity Policy
- EIT Ethics Statement.DS
- EIT Facilities.DS
- EIT Organisation and Governance Structure.HE
- EIT Organisational Chart - Reporting Relationships.DS
- EIT Organisational Structure - Personnel.DS
- EIT Purchasing and Payment Procedure.DS
- EIT Staff Performance Review Form.DS
- EIT Staff Performance Review Guide.DS
- EIT Strategic Plan 2021 - 2031. DS
- EIT Working from Home Assessment Checklist.DS
- Emergency and Critical Incident Policy & Procedure.DS
- Critical Incident Form
- Health and Wellbeing Policy and Procedure.DS
- Information Management and Security Policy and Procedure.DS
- IT Policy for System Administrators and Managers.DS
- Learning and Teaching Policy.HE
- Privacy Policy.DS
- Records Management Policy and Procedure.DS
- Recruitment, Selection, Appointment and Induction Procedure.HE
- Research Code of Conduct.HE
- Research Misconduct Policy.HE
- Research Supervision and Academic Progress Policy.HE
- Risk Management Policy.DS
- Risk Management Register.DS
- Safety, Emergency and Critical Incident Policy and Procedure
- Staff Development Policy.DS
- Staff Drug and Alcohol Policy and Procedure.DS
- Staff Grievance Policy.DS

- Staff Grievance Procedure.DS
- Staff Performance Review Policy and Procedure.DS
- Work, Health and Safety Policy.DS

## 7.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory education providers:  
[NB: replace any state-based legislation with that relevant to your State]

- [\*Age Discrimination Act 2004 \(Cwth.\)\*](#)
- [\*Australian Human Rights Commission Act 1986 \(Cwth.\)\*](#)
- [\*Disability Discrimination Act 1992 \(Cwth.\)\*](#)
- [\*Disability Services Act 1986 \(WA\)\*](#)
- [\*Educational Services \(Post-Secondary Education\) Award 2020\*](#)
- [\*Equal Opportunity Act 1984 \(WA\)\*](#)
- [\*Fair Work Act 2009 \(Cwth.\)\*](#)
- [\*Privacy Act 1988 \(Cwth.\)\*](#)
- [\*Racial Discrimination Act 1975 \(Cwth.\)\*](#)
- [\*Sex Discrimination Act 1984 \(Cwth.\)\*](#)
- [\*Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)\*](#)
- [\*Work Health and Safety Act 2020 \(WA\)\*](#)
- [\*Occupational Health and Safety Act \(Victoria\)\*](#)

## 8.0 Accountabilities

The Governance and Academic Boards are responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.