

3.11 APPOINTMENT OF HEADS OF DEPARTMENT

1. INTRODUCTION

The purpose of this policy is to outline provisions regarding appointment to the position of Head of Department and any conditions particular to the employment of Heads of Department at UTS.

2. PERFORMANCE MANAGEMENT

A Head of Department's supervisor is the Dean. It is the responsibility of the Dean to consult with the Head of Department to:

- (a) set specific goals, activities etc in terms of the accountability objectives outlined in the position description and in relation to the faculty's strategic plan
- (b) provide regular performance related feedback on attainment of these objectives, and
- (c) recommend developmental activities/support which will assist in the attainment of these objectives.

3. RECRUITMENT

Eligibility

To be eligible for appointment as Head of Department staff must normally hold a substantive continuing or fixed-term academic position at UTS on a full-time or part-time basis.

However, an external appointment may be made which combines a substantive academic appointment with a fixed-term appointment as Head of Department.

Internal recruitment - advertising and method of application

All eligible staff within the department are advised in writing of the [impending] vacancy and invited to make application for the position setting out their background and experience as these relate to the approved position description and selection criteria.

Details of the vacancy will also be advertised internally.

4. SELECTION

The selection panel for a Head of Department's position will have the following composition:

- (a) Dean [convenor]
- (b) one academic staff member elected by and from the academic staff of the department or faculty
- (c) one support staff member elected by and from the support staff of the department or faculty
- (d) Deputy Vice-Chancellor [Academic's] nominee.

As with all UTS selection committees, there should be equitable gender representation and representation of other EEO groups as appropriate. The Director Equity and Diversity Unit [or nominee] may attend each meeting of the selection committee as an observer.

The selection committee may invite eligible staff to apply for the position.

3.11 APPOINTMENT OF HEADS OF DEPARTMENT

The selection committee will make a recommendation to the Deputy Vice-Chancellor [Academic] who has the authority to approve the appointment.

Where the incumbent is the only applicant, the selection committee may determine whether to call the applicant for interview.

5. DURATION OF APPOINTMENT

The duration of appointment will normally be three years. Heads of Department will be eligible to re-apply for the position at the end of this contract period.

6. REMUNERATION AND DEVELOPMENTAL SUPPORT

The remuneration and developmental support for Heads of Departments is determined by the Deputy Vice-Chancellor [Academic] on the recommendation of the relevant Remuneration Committee. The current levels are appended to this policy.

7. ABSENCE OF A HEAD OF DEPARTMENT

Heads of Department are eligible for leave in accordance with University provisions for academic staff.

Developmental support/allowances are not paid to a Head of Department during absence on a Professional Experience Program or long service leave.

During the absence of a Head of Department a relieving Head of Department may be appointed in accordance with human resources policy *Relieving Appointments*.

8. APPROVALS

The Deputy Vice-Chancellor [Academic] has authority to:

- (a) approve the appointment of a Head of Department
- (b) for the purposes of developmental support and remuneration:
 - (1) determine which departments are 'large'
 - (2) determine which positions are equivalent to Head of Department.

The Vice-Chancellor has authority to approve termination of appointment as Head of Department.

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APPENDIX A

ALLOWANCES AND SUPPORT FOR HEADS OF DEPARTMENT AND EQUIVALENT POSITIONS

HEADS OF DEPARTMENT

Heads of Department in faculties with departmental structures will receive their substantive salary, plus an allowance on a sliding scale as follows:

for standard size departments (as determined by the DVC (Academic))

Senior Lecturer	-	\$8,000 per annum
Associate Professor	-	\$6,000 per annum
Professor	-	\$4,000 per annum

for large departments (as determined by the DVC (Academic))

Senior Lecturer	-	\$9,000 per annum
Associate Professor	-	\$7,000 per annum
Professor	-	\$5,000 per annum

In determining whether a department is standard size or large, the DVC (Academic) will be guided by the following. A standard size department is one with a total staff of less than 20 FTE and a teaching EFTSU less than 500. A large department is one which exceeds these criteria.

Each position designated as Head of Department must have a position description which demonstrates that the particular position involves a range of responsibilities and accountabilities that warrant such an allowance.