

3.8 APPOINTMENT OF DEANS

1. PURPOSE

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

2. DEFINITIONS

The position of Dean is a full-time, fixed-term appointment. For internal appointees with continuing employment their substantive appointment is the academic classification at which the staff member was appointed immediately prior to accepting a term of appointment as Dean. For internal appointees on fixed-term contracts, the appointment as Dean replaces their previous contract.

3. ACCOUNTABILITY OBJECTIVE

The Dean is accountable for the academic standing and overall management and leadership of the faculty including the effective management of the faculty's resources in order to maintain and enhance the faculty's academic standards, its teaching, research and consultancy services and its interaction with the external community.

The Dean's principal accountabilities are outlined in a position description which is approved by the Vice-Chancellor and may be amended from time-to-time.

4. PERFORMANCE MANAGEMENT

A Dean's supervisor is the Deputy Vice-Chancellor [Academic]. It is the responsibility of the Deputy Vice-Chancellor [Academic] to consult with the Dean to:

- (a) set specific goals, activities etc in terms of the accountability objectives outlined in section 3 and in relation to the University'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.

As the Deputy Vice-Chancellor [Academic's] supervisor, the Vice-Chancellor should maintain an overview of the above process and will assist to resolve any differences between the Dean and Deputy Vice-Chancellor [Academic].

5. RECRUITMENT

Recruitment to the position of Dean will be via an external process (except in some cases of reappointment to the position, refer to 7 below). In addition, all academic staff within the faculty will be advised in writing of the vacancy and invited and encouraged to make application for the position. Details of the vacancy will also be advertised internally across the University.

6. SELECTION

The selection panel for a Dean's position will have the following composition:

- (a) Deputy Vice-Chancellor [Academic] [Convenor]
- (b) Vice-Chancellor or Pro-Vice Chancellor
- (c) two academic staff of the Faculty elected by and from the academic staff of the faculty
- (d) one support staff member from the faculty elected by and from the support staff of the faculty

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- (e) a representative external to the faculty, which may include senior representatives from other universities or industry, appointed by the Vice-Chancellor
- (f) an external member of Council.

The Vice-Chancellor may nominate additional members to the selection panel as appropriate.

As with all UTS selection panels, there should be equitable gender representation and representation of other EEO groups as appropriate. The Director, Equity and Diversity Unit (or nominee) may attend the selection interviews as an observer.

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

The selection panel will make a recommendation to the Vice-Chancellor who has the authority to approve the appointment.

Where the incumbent is the only applicant, the selection panel may determine whether to interview the applicant.

In exceptional circumstances, the University reserves the right to fill the position by invitation.

7. DURATION OF APPOINTMENT

The duration of appointment will normally be four years. Deans will be eligible to reapply for the position at the end of this contract period. At the Vice-Chancellor's discretion, reappointment to a Deanship may follow an internal process.¹ However, appointment to a third term as Dean must follow an external recruitment process.

8. REMUNERATION

Deans are part of the Executive Remuneration Scheme [ERS] and have their remuneration determined accordingly.

9. SPECIAL DEVELOPMENT LEAVE

Deans will be eligible to apply for a three month period of special development leave to be taken during their four year term as Dean. This grant of special development leave will be funded from faculty sources and the payment of travel expenses will be as agreed between the Dean and the DVC (Academic). At the conclusion of a period of special development leave the Dean should submit to the Deputy Vice-Chancellor [Academic] a report on the ways in which the objectives of the period of leave were met.

10. ALTERNATE DEAN

Refer to policy *Relieving Appointments* regarding appointment of alternate Deans.

11. AUTHORITY

The Vice-Chancellor has authority to approve the appointment and termination of a Dean.

¹ The process will be as follows: The Deputy-Vice Chancellor (Academic) will make a recommendation to the Director, Human Resources and Vice-Chancellor (for approval) on whether the incumbent's appointment should be renewed. This recommendation will be based on the University's performance review processes for ERS staff.