

Appointment of a Head of Department Policy

Section 1 - Purpose

(1) To provide a framework for the selection and appointment of a Head of Department and an acting Head of Department.

Overview

(2) The University is committed to selecting and appointing Heads of Department in a consistent manner. The appointments will be based on merit to ensure the highest quality candidates are appointed to leadership roles.

(3) The Head of Department is responsible to the Executive Dean for the management, leadership, development and advancement of the Department and its staff within the Faculty framework established by the University. The primary role of the Head of Department is to provide academic leadership to the department and faculty, ensure that appropriate resources are provided for teaching, research and community engagement and that these resources are managed effectively.

Scope

(4) This Policy (Appointment of a Head of Department Policy) applies to all staff involved in the selection and appointment of a Head of Department.

Section 2 - Policy

Eligibility

(5) A person appointed as a Head of Department will normally be an Associate Professor or above.

Recruitment and Selection

(6) Positions will be advertised both internally (and externally if required) in accordance with the University's [Recruitment, Selection and Appointment Procedure](#).

(7) The successful applicant will be chosen on the basis of merit. Appointment will be in accordance with the letter of offer from Human Resources.

(8) A Head of Department will receive a Head of Department allowance, as per the [Macquarie University Academic Staff Enterprise Agreement 2018](#).

(9) A Head of Department concluding a fixed-term contract who was appointed through a competitive selection process may be reappointed by the Executive Dean following a review of his or her performance in the role. There is no limit on the number of times a staff member may apply to be reappointed.

Duration of Appointment

(10) Externally advertised, competitive selection appointments may be continuing or fixed-term. Internally advertised

appointments will normally be three years, but may be for a period of up to five years.

Appointment of an Acting Head of Department

(11) The Executive Dean may appoint an acting Head of Department.

(12) For acting appointments of three months or less, the appointee will be entitled to teaching relief in accordance with the academic workload model.

(13) For acting appointments in excess of three months a Head of Department will be entitled to an allowance, as per the [Macquarie University Academic Staff Enterprise Agreement 2018](#).

Section 3 - Procedures

(14) Refer to the [Appointment of a Head of Department Procedure](#).

Section 4 - Guidelines

(15) Nil.

Section 5 - Definitions

(16) Commonly defined terms are located in the University [Glossary](#).

Status and Details

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Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	David Ward Chief People Officer
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