

Appointment of a Head of Department Procedure

Section 1 - Purpose

(1) To outline the procedure for the appointment of Heads of Department and Acting Heads of Department for academic staff.

Section 2 - Policy

(2) Refer to the [Appointment of a Head of Department Policy](#).

Section 3 - Procedure

(3) This Procedure (Appointment of a Head of Department Procedure) requires actions by the following:

- a. Executive Dean;
- b. Human Resources Officer; and
- c. Selection Panel.

Part A - Executive Dean

Appointment - Head of Department

Advertise

(4) Advertise the position internally (and externally if required) in accordance with the [Recruitment, Selection and Appointment Procedure](#).

(5) Convene a selection panel with the following composition:

- a. Executive Dean;
- b. Deputy Vice-Chancellor (Academic);
- c. Deputy Vice-Chancellor (Research); and
- d. At least one senior academic member of staff.

Part B - Selection Panel

Determine Suitability

(6) If there is only one candidate, determine if that candidate is suitable.

(7) If there is more than one candidate, determine if any of the candidates are appointable. List them in order with the preferred candidate first, then the next preferred candidate and so on until all appointable candidates have been listed.

- (8) Select the first appointable candidate, and communicate the outcome to Human Resources.
- (9) If no candidate is suitable, request the Executive Dean appoint an acting Head of Department.
- (10) Readvertise the position, where necessary.
- (11) Communicate the outcome to all candidates, once the appointment process is complete.

Part C - Human Resources Officer

Manage Process

- (12) Facilitate the advertisement of Head of Department vacancies.
- (13) Prepare formal offers of appointment.
- (14) Where the successful applicant is currently a staff member of the University, advise them that their appointment may be subject to the outcome of any appeal by an unsuccessful internal applicant in accordance with the [Macquarie University Academic Staff Enterprise Agreement 2018](#).
- (15) Process the Head of Department allowance for the successful applicant or for an acting Head of Department, as per the [Macquarie University Academic Staff Enterprise Agreement 2018](#).

Part D - Executive Dean

Appointment - Acting Head of Department

- (16) When selecting an acting Head of Department, give consideration to:
 - a. operational requirements and the efficiency of the workplace; and
 - b. staff merit.
- (17) Appoint an acting Head of Department in consultation with the Executive Dean and advise Human Resources of the duration of the acting appointment.
- (18) Where a Head of Department has been appointed through a competitive selection process, approve a re-appointment as required.

Section 4 - Guidelines

- (19) Nil.

Section 5 - Definitions

- (20) 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
Enquiries Contact	Leah Angrisano Manager, Employee Relations +61 2 9850 9775