

SELECTION COMMITTEE COMPOSITION SCHEDULE

1 PURPOSE

To specify the **minimum** composition requirements for selection committees as part of the **competitive** recruitment and selection process set out in the Recruitment Procedure.

2 SCHEDULE

There are two sets of requirements when forming selection committees: general requirements for all selection committees and requirements specific to the type of position being filled.

2.1 COMPOSITION REQUIREMENTS FOR ALL SELECTION COMMITTEES

The general composition requirements that apply to all selection committees are:

- Members should have relevant and sufficient expertise in the area of appointment.
- At least one male and one female with gender balance as far as possible.
- Include representatives from diverse backgrounds (e.g. Aboriginal and Torres Strait Islander Australians, people from culturally and linguistically diverse backgrounds, people with a disability) as far as possible.
- Selection committees for positions identified as requiring an applicant to be an Aboriginal and Torres Strait Islander Australian as a genuine occupational qualification must have at least one Indigenous member.

2.2 COMPOSITION REQUIREMENTS FOR SPECIFIC POSITIONS

Specific requirements will depend on the nature of a position (e.g. level, academic/professional, leadership responsibilities). The following table specifies the minimum requirements for selection committees specific to a particular position. If the selection committee does not meet these requirements, HR may not be able to make an offer to successful candidates.

POSITION	MINIMUM COMMITTEE COMPOSITION REQUIREMENTS	NUMBER OF MEMBERS
Vice-Chancellor	<ul style="list-style-type: none"> • Chancellor (Chair) • Selection Committee to be determined by the Chancellor in consultation with the Council 	Minimum three
Members of the Executive Group	<ul style="list-style-type: none"> • Vice-Chancellor (Chair) • A Deputy Vice-Chancellor, as nominated by the Vice-Chancellor • An Executive Dean 	Minimum four

POSITION	MINIMUM COMMITTEE COMPOSITION REQUIREMENTS	NUMBER OF MEMBERS
Pro Vice-Chancellor	<ul style="list-style-type: none"> • A relevant Deputy Vice-Chancellor (Chair) • An Executive Dean 	Minimum four
Head of Department	<ul style="list-style-type: none"> • Executive Dean or nominee (Chair) • Deputy Vice-Chancellor (Academic) or nominee • Deputy Vice-Chancellor (Research) or nominee • Director, Human Resources or Chief Operating Officer or nominee • A Head of Department from within or external to the faculty • A senior academic with relevant expertise, if not covered above. The senior academic may be internal or external to Macquarie University. 	Minimum five
Professor	<ul style="list-style-type: none"> • Executive Dean or nominee (Chair) • Deputy Vice-Chancellor (Academic) or Deputy Vice-Chancellor (Research) or nominee • A Head of Department • A member of the department or external academic with relevant expertise 	Minimum four
Associate Professor	<ul style="list-style-type: none"> • Executive Dean or nominee (Chair) • A Head of Department • A member of the department or external academic with relevant expertise 	Minimum three
Senior Lecturer Lecturer Associate Lecturer	<ul style="list-style-type: none"> • Head of Department (Chair) • Executive Dean or nominee • A member of the department or senior academic with relevant expertise external to the department 	Minimum three
Senior professional management roles (above HEW 10) other than members of the Executive Group	<ul style="list-style-type: none"> • A Deputy Vice-Chancellor or Chief Operating Officer or Chief Financial Officer (Chair) • Director, Human Resources or nominee • A senior staff member with relevant expertise 	Minimum three
Faculty General Manager	<ul style="list-style-type: none"> • Executive Dean (Chair) • Chief Operating Officer and Deputy Vice-Chancellor (or nominee) • Director, Human Resources or nominee 	Minimum three

POSITION	MINIMUM COMMITTEE COMPOSITION REQUIREMENTS	NUMBER OF MEMBERS
Professional roles, HEW 10	<ul style="list-style-type: none"> • Head / Director of Office (Chair) • Relevant member of the Executive Group or nominee • Senior members of the Office with relevant expertise where possible • A staff member external to the Office, or HR representative 	Minimum three
Professional roles, HEW 7-9	<ul style="list-style-type: none"> • Immediate supervisor or manager in work unit (Chair) • Staff member from the immediate work unit with relevant skills and expertise • Individual external to the immediate work unit for more senior roles or where the position has significant stakeholder management responsibilities 	Minimum three
Professional roles, HEW 1-6	<ul style="list-style-type: none"> • Immediate supervisor or manager in work unit (Chair) • Staff member from the immediate work unit with relevant skills and expertise 	Minimum two

3 NOTES

3.1	Contact Officer	Executive Officer, HR
3.2	Implementation Officer	Vice-President People and Services
3.3	Approval Authority / Authorities	Vice-President People and Services
3.4	Date Approved	15 December 2017
3.5	Date of Commencement	1 January 2018
3.6	Date for Review	January 2021
3.7	Documents Superseded by this Schedule	N/A
3.8	Amendment History	<p>26 March 2020 - Amendment to position title: 'Vice-President, Human Resources' updated to 'Director, Human Resources'.</p> <p>17 March 2020 – Approval Authority and Implementation Officer updated to Vice-President People and Services in accordance with University Delegations of Authority.</p> <p>28 June 2019 - Amendment to position title: 'Director, Human Resources' updated to 'Vice-President, Human Resources' with effect from 6 June 2019.</p>