

# **Academic Workforce Recruitment and Induction**

## **Policy and Procedure**

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## 1. PURPOSE

The purpose of the Academic Workforce Recruitment and Induction Policy and Procedure is to:

- Present the framework and principles that guide recruitment, selection and induction processes,
- Ensure that recruitment and selection processes of the academic workforce:
  - Are fit for purpose, and
  - Comply with AFTT's *Diversity, Equity and Inclusion Policy* and relevant federal and state legislation.

## 2. SCOPE

The Academic Workforce Recruitment and Induction Policy and Procedure applies to all academic workforce candidates who wish to teach and assess students' work or be otherwise engaged in providing services to AFTT.

## 3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

## 4. POLICY

- 4.1. AFTT ensures recruitment and selection processes of the academic workforce:
  - 4.1.1. Promote AFTT's values,
  - 4.1.2. Meet AFTT's operational requirements and strategic aims,
  - 4.1.3. Ensure the best person for each position is appointed and is adequately inducted, and
  - 4.1.4. Ensure members with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles.
- 4.2. AFTT ensures the appointment of the person most suitable for each position by:
  - 4.2.1. Developing and implementing effective recruitment strategies, and
  - 4.2.2. Providing a safe and inclusive work environment that encourages diversity, mutual respect and appreciation in the workplace.
- 4.3. AFTT recognises that its academic workforce is fundamental to its success and seeks to provide an inclusive workplace which is representative of the significant diversity of its students and the communities that it serves, including its Aboriginal and Torres Strait Islander communities.
- 4.4. A strategic and professional approach to recruitment assists AFTT in attracting and appointing members of its academic workforce with the appropriate level of skills, knowledge and the application of skills and knowledge as required by the *Australian Qualifications Framework (AQF)* and the *Higher Education Standards Framework (Threshold Standards) (HESF) 2021* for the respective level of appointment and teaching responsibilities, and with the necessary attributes to fulfil its strategic aims and to support AFTT's values.
- 4.5. AFTT is committed to promoting equal opportunity and to ensuring the process for the recruitment and selection of all members of its academic workforce is conducted in a manner that is transparent, systematic, efficient and effective, based on merit, and free from conflict of interest.
- 4.6. AFTT ensures that, for all academic positions:

- 4.6.1. Only people with the required combination of qualifications, skills and professional experience will be recruited to deliver and assess units and courses as set out in the *Assessing Qualifications and Equivalence of Professional Experience Policy and Procedure*,
- 4.6.2. In those states where legislation decrees, people undergo the Working with Children Check or equivalent before the commencement of their appointment,
- 4.6.3. All candidates will be assessed against the selection criteria for the role. The selection criteria will reflect good human resources recruitment practice, and are:
- Designed to provide evidence of the required qualifications and experience,
  - Effective and fit for purpose,
  - Non-discriminatory, respectful and bias free,
  - Align with the goals, objectives and values of AFTT.
- 4.7. AFTT will consider the impact on equity, diversity and inclusivity throughout the recruitment and selection process.
- 4.8. It is responsibility of the relevant line manager, as set out in the *Appendix 2 - Academic Positions: Recruitment and Selection*, to:
- 4.8.1. Confirm all respective academic positions are adequately fulfilled,
- 4.8.2. Assess and determine the need to recruit new members of the academic workforce,
- 4.8.3. Gain the approval from the CEO and the Director of Finance and Operations for newly created academic positions, and
- 4.8.4. Initiate the process for recruiting new academic members.
- 4.9. It is the responsibility of the relevant line manager to:
- 4.9.1. Advertise each respective position in the most appropriate and cost-effective manner to maximise the number of applications from suitably qualified candidates,
- 4.9.2. Obtain potential candidates,
- 4.9.3. Prepare the interview, and
- 4.9.4. Ensure all potential candidate's files are complete.
- 4.10. AFTT ensures all recruitment is based on agreed job descriptions, and conducted as an evidence-based process ensuring that:
- 4.10.1. All candidates are assessed against agreed selection criteria, based on relevant knowledge, skills, experience and qualifications, to perform the role as outlined in the job description,
- 4.10.2. Candidates' original or certified copies of their credentials and transcripts are sighted, and their authenticity verified prior to making an official offer of appointment,
- 4.10.3. All candidates' references and other appropriate checks are made prior to making an official offer of appointment, and
- 4.10.4. Candidates' qualifications and professional experience equivalency are adequately mapped in accordance with the AFTT's *Assessing Qualifications and Equivalence of Professional Experience Policy and Procedure*, to determine if they meet the 'AQF+1' or equivalent requirement prior to making an official offer of appointment.
- 4.11. The relevant line manager is responsible for ensuring all new workforce members are fully prepared for their role in accordance with their position description.

## 5. PROCEDURE – RECRUITMENT AND SELECTION

### 5.1. Preparation

5.1.1. The relevant line manager, as set out in the *Appendix 2 – Academic Positions: Recruitment and Selection*:

5.1.1.1. Assesses the workforce and determines the need to recruit the new members,

- Before each study period – for non-senior academic positions,
- When the need arises – for all senior academic positions,

5.1.1.2. Initiates the process for recruiting new members of the academic workforce, as required, and

5.1.1.3. Uses the current position description or prepares the new/updated position description for distribution to potential candidates.

5.1.2. Any new academic position descriptions must be signed off by the:

5.1.2.1. Dean – for all non-senior academic positions,

5.1.2.2. Chief Executive Officer in consultation with the Chair of Academic Board – for all senior academic positions before the commencement of the recruitment process.

### 5.2. Obtaining Candidates

The relevant line manager:

5.2.1. Advertises the position and screens candidates,

5.2.2. Forwards copies of all interviewees' resumes and qualifications to the Education Services to confirm that the candidates have the necessary level of education and experience to meet the *AQF and Higher Education Standards Framework (Threshold Standards) 2021* requirements,

5.2.3. Obtains the outcomes of the mapping of candidates' qualifications and professional experience equivalency and advice as set out in the *Assessing Qualifications and Equivalence of Professional Experience Policy and Procedure*,

5.2.4. Invites to the interview only those candidates who are qualified for the position and whose applications are complete and address selection criteria,

5.2.5. Acknowledges the receipt of all applications. Unsuccessful candidates are notified at this stage that AFTT will not be proceeding with their application beyond this point,

5.2.6. Contacts all candidates prior to the interview to:

- Add more intelligence to the screening process,
- Confirm each candidate's availability (times and dates) for the interview, and
- Canvas remuneration expectations.

### 5.3. The Selection Process – Preparing for the Interview

The relevant line manager:

5.3.1. Can exercise their discretion to determine how many interview rounds need to be conducted. This will depend on the level of the position, and the number of candidates to be interviewed,

5.3.2. Organises the interview panel, inviting relevant JMC representatives to attend. The interview panel must include members as set out in the *Appendix 2 – Academic Positions: Recruitment and Selection*.

5.3.3. Invites candidates to the interview,

5.3.4. Prior to the interview, provides copies of the position description, the advertisement and each candidate's documentation to the interview panel members, and

5.3.5. Contacts all interviewees to confirm the interview time and date and to ask them to bring original or certified copies of their qualifications, and, if relevant, a portfolio of work.

#### **5.4. The Selection Process – Conducting the Interview**

- 5.4.1. Interviews are conducted to ensure that the process is fair and equitable.
- 5.4.2. Assessment of the candidate is against the position description and selection criteria. The candidate must be able to demonstrate at interview that they have the knowledge, skills, experience, and attitude necessary to succeed in the role.
- 5.4.3. The candidate must present original or certified copies of their qualifications for sighting during the interview.
- 5.4.4. Outcomes of the qualifications and professional experience equivalency mapping are discussed.
- 5.4.5. The interview panel is under no direction to select a candidate if no acceptable candidate presents themselves at interview.
- 5.4.6. The interview panel makes a recommendation for appointment based on consideration of all evidence presented at interview, and the final decision must be made by consensus.
- 5.4.7. If no suitable candidate presents themselves, then the Chair of the Interview Panel will determine next steps. Options could include using a different advertising strategy or engaging a recruitment agency and so on.

#### **5.5. The Selection Process – After the Interview**

- 5.5.1. At the conclusion of the interview process, the Chair of the Interview Panel officially informs all the involved parties of the outcome of the interview, and the preferred candidate.
- 5.5.2. The relevant line manager begins the process of offering the position to the candidate.
- 5.5.3. The relevant line manager will commence the onboarding process of the preferred candidate which includes but is not limited to:
  - Offering them the position by way of providing them with an employment contract,
  - Ensuring Working with Children/Police Check or equivalent is completed before the commencement of the appointment, when required,
  - Confirming the start date,
  - Advising on the induction process and date, and
  - Advising on the supervision arrangements for newly appointed members, when applicable
- 5.5.4. The candidate must return all signed paperwork to AFTT prior to commencing in the role.
- 5.5.5. The new positions will be announced to the AFTT community by:
  - The Chief Executive Officer of the appointment of the Dean,
  - The Dean of the appointment of the Head/s of Department and 2ICs,
  - Head of Department of all other academic appointments.

## **6. PROCEDURE – INDUCTION**

### **6.1. Documentation**

- 6.1.1. A new member's file must contain the following documentation, and the recruitment and induction process provide opportunities for the following to be collected:
  - Signed position description,
  - Signed contract,

- Contracted members are required to renew their contract each study period and it must be added to the member's file each time,
  - Complete, current, and accurate resume, including URL for LinkedIn profile (if the lecturer has one),
  - Certified copies of qualifications/testamurs,
  - Working with Children/Police Check or equivalent, when required, and
  - Confirmation of meeting requirements of the *Assessing Qualifications and Equivalence of Professional Experience Policy and Procedure*.
- 6.1.2.A workforce member should not commence work until AFTT has received all necessary documentation.

## 6.2. Tri-campus Academic Induction

- 6.2.1.The Education Services will invite all members of the academic workforce to the Tri-campus induction held no less than three (3) times per year.
- 6.2.2.The aim of the Tri-campus Academic Induction is to:
- Introduce new members to the AFTT community,
  - Provide updates on important internal and external academic matters,
  - Deliver presentations/seminars on significant topics, and
  - Provide opportunities for members to interact with others on campus and their counterparts on other campuses.

## 6.3. Supporting Professional Development, and Scholarly Activity

- 6.3.1.As per their AFTT employment contract, members of the academic workforce must maintain currency of their skills and experience, and for each relevant professional development activity undertaken, record details in the *Professional Development and Scholarly Activity Register*.
- 6.3.2.All line managers are responsible for encouraging members to attend any external or internal professional development activities.

## 7. RELATED DOCUMENTS

- 7.1. AFTT Glossary
- 7.2. Assessing Qualifications and Equivalence of Professional Experience Policy and Procedure
- 7.3. Professional Development Policy and Procedure
- 7.4. Academic Supervision Policy and Procedure
- 7.5. Performance Appraisal Policy and Procedure
- 7.6. Diversity, Equity and Inclusion Policy

## 8. RELEVANT LEGISLATION

- 8.1. Fair Work Act 2009 (Cth)
- 8.2. Educational Services (Post-Secondary Education) Award 2010
- 8.3. Higher Education Support Act 2003 (Cth)
- 8.4. Higher Education Standards Framework (Threshold Standards) 2021

## 9. POSITIONS RESPONSIBLE

- 9.1. Chief Executive Officer
- 9.2. Dean
- 9.3. Director of Finance and Operations
- 9.4. Campus Managers
- 9.5. Heads of Department

## 10. APPROVAL INFORMATION

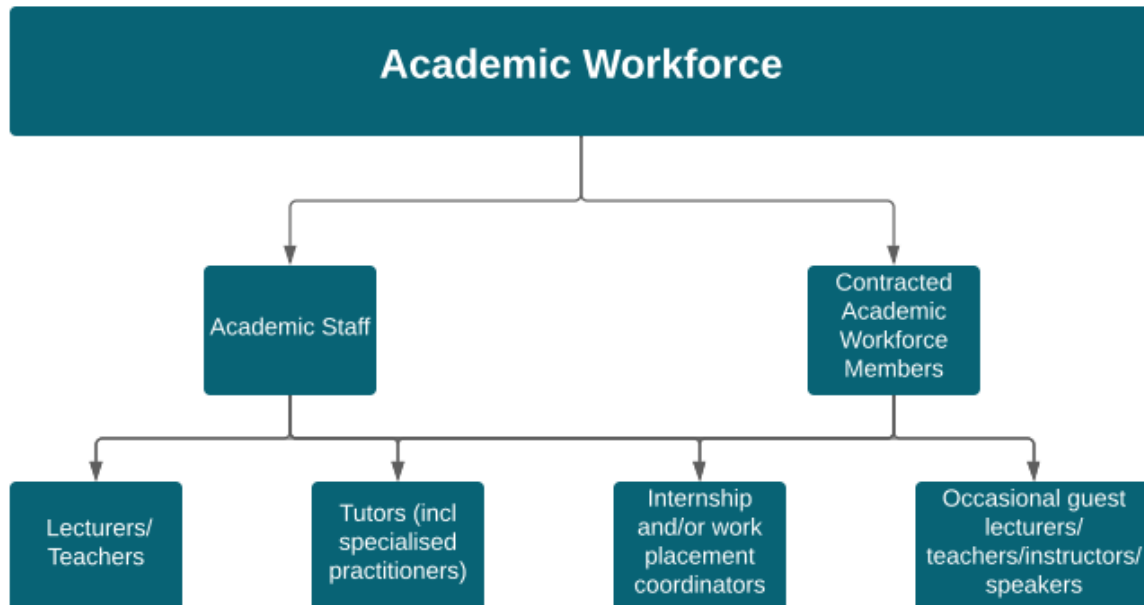
<b>Approval Authority</b>	Governing Council
<b>Health Check approval authority</b>	AFTT CEO
<b>Review date</b>	30/01/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Academic Board	02/07/2021	22/01/2022	<p>The following documents have been merged into one document and content moved to the new template:</p> <ul style="list-style-type: none"> <li>• <b>Staff Recruitment and Selection Policy,</b></li> <li>• <b>Academic (Contracted) Staff Induction Procedure,</b></li> <li>• <b>Academic (Contracted) Staff Recruitment Procedure,</b></li> <li>• <b>Academic (Permanent) Staff Recruitment Procedure</b></li> </ul>	Current
	Governing Council	16/07/2021			
1.1	AFTT CEO	06/04/2022	06/04/2022	Position of Founding Director updated it Managing Director	Superseded
1.2	AFTT CEO	12/08/2022	12/08/2022	Position updated	Current

*Version control tables from previous Policies and Procedures reside in the original documents.*



## Appendix 1 – AFTT Academic Workforce



## Appendix 2 – Academic Positions: Recruitment and Selection

Position being recruited	Position Responsible for Recruitment and Selection (Line Manager)	Membership of the Interview Panel
<b>Senior Academic Positions</b>		
<ul style="list-style-type: none"> <li>Dean/s</li> </ul>	Chief Executive Officer in consultation with the Chair of Academic Board	<ul style="list-style-type: none"> <li>CEO (Chair),</li> <li>Managing Director,</li> <li>Chair of the Academic Board,</li> <li>Other members as required by the Chair.</li> </ul>
<ul style="list-style-type: none"> <li>Heads of Departments, and</li> <li>2ICs</li> </ul>	Dean, Academic in consultation with the Chief Executive Officer	<ul style="list-style-type: none"> <li>Dean, Academic (Chair),</li> <li>CEO,</li> <li>Campus Manager,</li> <li>Other members as required by the Chair.</li> </ul>
<b>Non-Senior Academic Positions</b>		
<ul style="list-style-type: none"> <li>Lecturers</li> <li>Senior Lecturers</li> <li>Teachers</li> </ul>	Campus Manager in consultation with the Head of Department	<ul style="list-style-type: none"> <li>Campus Manager (Chair),</li> <li>Head of Department,</li> <li>Other members as required by the Chair.</li> </ul>
<ul style="list-style-type: none"> <li>Tutors</li> <li>Internship and/or work placement coordinators</li> <li>Occasional guest lecturers/teachers/instructors/speakers</li> </ul>	Head of Department	<ul style="list-style-type: none"> <li>Head of Department (Chair),</li> <li>Lecturer/Teacher,</li> <li>Other members as required by the Chair.</li> </ul>