

Appointment of Academic Managers

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Document URL	http://policies.griffith.edu.au/pdf/Appointment of Academic Managers.pdf
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Description	<p>This document applies to all academic manager positions and details the procedures and delegated authorities for appointment of academic manager positions, including acting appointments.</p> <p>The Structure and Governance of Academic Groups of the University document sets out the structure and governance arrangements for academic groups of the University and details those academic manager positions with formal roles and responsibilities set down in University policies.</p> <p>The Staffing Delegations: Academic Groups document schedules the delegated authorities to make staffing decisions within academic groups.</p>

Related documents

[Structure and Governance of Academic Groups of the University](#)

[Staffing Delegations: Academic Groups](#)

[Recruitment and Selection Policy](#)

[Recruitment and Selection Procedures](#)

[Performance Management of Academic Managers Policy & Procedures](#)

[Remuneration for Deans, Heads of School, and Deputy Heads of School](#)

[\[Scope\]](#) [\[Definitions\]](#) [\[Procedure for Advertisement of Deans and Heads of School / Department Positions\]](#) [\[Appointment to Academic Manager Positions\]](#) [\[Term of Appointment\]](#)

1. SCOPE

This policy applies to all academic manager positions.

2. DEFINITIONS

- **Academic Manager** applies to Deans, Heads of School or Department, Deputy Heads of School or Department, Heads of Campus, Research Centre or Institute Directors and such other positions as may be approved by the Vice Chancellor.
- **Dean** includes portfolio Deans, the Dean, Centre for Learning Futures, and Dean, Griffith Graduate Research School. A person appointed as Dean will normally be a Professor.
- **Head of School / Department** - A person appointed as Head of School / Department will normally be a Professor or an Associate Professor.
- **Research Centre or Research Institute Director** refers to academic staff who have been appointed to be the Director of a particular approved research centre or institute for a designated period.

3. PROCEDURE FOR ADVERTISEMENT OF DEANS AND HEADS OF SCHOOL / DEPARTMENT POSITIONS

When a vacancy occurs or is about to occur for a Dean or Head of School / Department position, the Vice Chancellor will determine, after receiving advice from the responsible Deputy Vice Chancellor or Group Pro Vice Chancellor, whether the position will be advertised internally or externally. The recruitment and selection will be carried out in accordance with the University's Recruitment and Selection policy and procedures.

4. APPOINTMENT TO ACADEMIC MANAGER POSITIONS

4.1 The delegated authorities for appointments to academic manager positions are detailed below:

POSITION	DELEGATION
Internal Appointments to Dean / Head of School / Department roles	Group PVC chairs selection committee and short-listing group; Group PVC makes recommendation to Vice Chancellor Council approves appointment
External Appointments to Dean / Head or Deputy Head of School / Department roles	Vice Chancellor approves method of recruitment; Vice Chancellor approves appointment on advice from selection committee
Appointment of Acting Dean (1) acting appointment up to 3 months (2) acting appointment up to 12 months	(1) Group PVC (2) Vice Chancellor
Appointments of Acting Head of School / Department: (1) acting appointments up to 3 months (2) acting appointments 3-6 months (3) acting appointments > 6 months	(1) Dean (Academic) (2) Group PVC (3) Vice Chancellor
Internal Appointments to Deputy Head of School / Department	Deputy Vice Chancellor (Academic) approves establishment and disestablishment of the role; Deputy Vice Chancellor (Academic) approves appointment
Internal Appointments to other sub-Head of School/ Department positions including, Portfolio Directors and Deputy Directors of School or Department, and Heads of Discipline	Deputy Vice Chancellor (Academic) approves establishment and disestablishment of the role; Deputy Vice Chancellor (Academic) approves appointment

Appointments of Acting Deputy Head of School / Department (1) acting appointments up to 3 months (2) acting appointments 3-6 months (3) acting appointments >6 months	(1) Dean (Academic) (2) Group PVC (3) Deputy Vice Chancellor (Academic)
Head of Campus	Vice Chancellor approves establishment and disestablishment of the role. Vice Chancellor approves appointment.
Appointment of Research Centre or Research Institute Director	Senior Deputy Vice Chancellor
Appointment of Acting Research Centre or Research Institute Director: (1) 3 months or less (2) > 3 months	(1) Group PVC (2) Senior Deputy Vice Chancellor
Appointment of Academic Centre Directors	Deputy Vice Chancellor (Academic)
Appointment of Acting Academic Centre Directors: (1) 3 months or less (2) > 3 months to 12 months	(1) Dean (Academic) (2) Group PVC
Internal Appointments to other Academic Manager roles not listed in this Schedule	Vice Chancellor approves establishment and disestablishment of the role; Vice Chancellor approves appointment or delegates this authority to the relevant Deputy Vice Chancellor or Group Pro Vice Chancellor

5. TERM OF APPOINTMENT

The term of appointment will normally be between three year and five years. A further appointment may be offered at the discretion of the University.
