

## Staffing Delegations: Academic Groups

<b>Approving authority</b>	University Council
<b>Approval date</b>	4 December 2017 (5/2017 meeting)
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Staffing%20Delegations%20Academic%20Groups.pdf">http://policies.griffith.edu.au/pdf/Staffing Delegations Academic Groups.pdf</a>
<b>TRIM document</b>	2017/0000454
<b>Description</b>	<p>This schedule provides a list of officers with delegated authority to make staffing decisions within academic Groups. Officers may only exercise the relevant delegation within their allocated budget. A Group PVC may suspend or cancel the delegated authority of an officer who exceeds his/her allocated budget.</p> <p>Staffing delegations must be exercised in accordance with relevant policies.</p> <p>The Appointment of Academic Managers policy details the procedures and delegated authorities for appointment of academic manager positions, including acting appointments.</p>

### Related documents

- [Absence on Official University Business](#)
- [Academic Equity Development Program](#)
- [Academic Studies Program Policy](#)
- [Appointment of Academic Managers](#)
- [Code of Conduct](#)
- [Consultancy and Commercial Research Policy](#)
- [General Staff Educational Assistance Scheme](#)
- [General Staff Performance Review](#)
- [Griffith University Academic Staff Enterprise Agreement](#)
- [Griffith University General Staff Enterprise Agreement](#)
- [Personal Relationships in the Workplace](#)
- [Promotion of Academic and Research Only Staff Policy](#)
- [Promotion of Academic Staff Procedures](#)
- [Promotion of Research Only Staff Procedures](#)
- [Recruitment and Selection Policy](#)
- [Recruitment and Selection Procedures](#)
- [Structure and Governance of Academic Groups of the University](#)

NOTE: In the following schedule, where an asterisk is present, the Head of School / Department or Director, University Research Centre / Institute may delegate decision making authority to an appropriate staff member. This may include a Deputy Head, Discipline Head or Deputy Director for academic staff reporting to them, and/or a School / Administrative / Business or Technical Manager for general staff reporting to them.

Refer to Appendix 2 for delegation of authority.

<b>FUNCTION</b>	<b>DELEGATED AUTHORITY</b>
<b>Committee</b>	
Chair, Group Staff Committee	Dean (Academic) <sup>1</sup>
Chair, Group Promotions Committee	Dean (Academic) <sup>2</sup>
Chair, Senior Staff Review Committee	Group PVC <sup>3</sup>
<b>Appointment of Academic Staff</b>	
Appointment of casual/sessional academic staff	Head of School / Department* or Director*, University Research Centre / Institute
Approval of sessional schedules and variations	Head of School / Department* or Director*, University Research Centre / Institute
Waiving requirement to advertise externally for appointments of 12 months or more (Academic Staff)	Vice Chancellor
<b>Continuing and fixed term appointments up to and including Senior Lecturer/Senior Research Fellow (Level C)</b>	
Approval to recruit/composition of selection committee	Group PVC / Senior DVC for Institute for Glycomics staff
Approval to appoint	Group PVC / Director for Institute for Glycomics staff
<b>Continuing and fixed term appointments to Associate Professor/Principal Research Fellow (Level D)</b>	
Approval to recruit/composition of selection committee including if jointly advertised as Level C/D	Deputy Vice Chancellor (Academic)
Approval to appoint	Group PVC / Senior DVC for Institute for Glycomics staff
<b>Continuing and fixed term appointments to Professor (Level E)</b>	
Approval to recruit/composition of selection committee	
Approval to appoint	Vice Chancellor
<b>Visiting Appointments up to and including Professor</b>	Dean (Academic) / Director, Office for Research for Institute for Glycomics staff

<sup>1</sup> See note about Institute for Glycomics staff on the final page of this document

<sup>2</sup> As above

<sup>3</sup> As above

<b>FUNCTION</b>	<b>DELEGATED AUTHORITY</b>
<b>Adjunct / Honorary Appointments</b> up to and including Associate Professor / Principal Research Fellow	Dean (Academic) / Director, Office for Research for Institute for Glycomics staff
<b>Academic Title Holders</b> up to and including Associate Professor	Group PVC
<b>Adjunct / Honorary Appointments / Academic Titles</b> to Professor	Vice Chancellor
<b>Appointment of General Staff</b>	
Waiving requirement to advertise externally for appointments of 12 months or more (General Staff)	Vice President (Corporate Services)
Waiving requirement to advertise externally for appointments of 12 months or more (Research Assistants)	Deans (Research)
<b>Research Assistants</b>	
(1) Approval to recruit/composition of selection committee	(1) Head of School / Department or Director, University Research Centre / Institute
(2) Approval to appoint (up to 5 years)	(2) Head of School / Department* or Director*, University Research Centre / Institute
<b>General Staff (other than Research Assistants)</b>	
(1) Approval to recruit/composition of selection committee (other than Research Assistants)	(1) Group PVC / Senior DVC for Institute for Glycomics staff
(2) Approval to appoint (fixed term or continuing) HEW 1 – 7	(2) Dean (Academic)
(3) Approval to appoint (fixed term or continuing) HEW 8+	(3) Group PVC / Senior DVC for Institute for Glycomics staff
Appointment of casual general staff	Head of School / Department* or Director*, University Research Centre / Institute
Approval of Timesheets and Ad-hoc Claims: (includes Overtime, Additional Hours, On-Call Allowance, Shift Penalties)	Supervisor
<b>Promotion</b>	

<b>FUNCTION</b>	<b>DELEGATED AUTHORITY</b>
Promotions up to and including Senior Lecturer/Senior Research Fellow (Level C)	Group PVC on the recommendation of the Group Promotions Committee <sup>4</sup>
Promotions to Associate Professor/Principal Research Fellow (Level D) and Professor (Level E)	Senior Promotions Committee (Level D) Senior Promotions Committee (Level E)
<b>Appointment of Academic Supervisors, Program Directors and Course Convenors</b>	
Appointment of Academic Supervisors	Dean (Academic) / Director, Office for Research for Institute for Glycomics staff
Appointment of Program Directors	Dean (Learning & Teaching)
Appointment of Course Convenors	Head of School / Department
<b>OTHER</b>	
<b>Reversible Fractional Appointments or Change of Hours</b>	
(1) Deans, Heads of School / Department and Directors, University Research Centres/Institutes	(1) Group PVC / Senior DVC for Director, Institute for Glycomics
(2) All other staff	(2) Head of School / Department* or Director*, University Research Centre / Institute
Appointment of General Staff Supervisors	Dean (Academic) / Director, Office for Research for Institute for Glycomics staff
Secondment of Academic staff	Group PVC / Senior DVC for Institute for Glycomics staff
Secondment of General staff	Head of School/Department or Director, University Research Centre / Institute

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<sup>4</sup> See note about Institute for Glycomics staff on the final page of this document

FUNCTION	DELEGATED AUTHORITY
<b>LEAVE</b>	
<p><b>Long Service Leave:</b></p> <p>(1) Academic / General / Research staff in School / Department or University Research Centre / Institute</p> <p>(2) Heads of School / Department</p> <p>(3) Deans and Directors, University Research Centre / Institute</p>	<p>(1) Head of School / Department or Director, University Research Centre / Institute</p> <p>(2) Dean (Academic)</p> <p>(3) Group PVC / Senior DVC for Director, Institute for Glycomics</p>
<p><b>Family Leave:</b> (includes Carers; Bereavement; Cultural Obligations; Domestic and Family Violence, Special Circumstances)</p> <p>(1) Academic / General / Research staff in School / Department or University Research Centre / Institute</p> <p>(2) Heads of School / Department</p> <p>(3) Deans and Directors, University Research Centre / Institute</p>	<p>(1) Head of School / Department* or, Director*, University Research Centre / Institute</p> <p>(2) Dean (Academic)</p> <p>(3) Group PVC / Senior DVC for Director, Institute for Glycomics</p>
<p><b>Accessing Sick Leave Under Special Circumstances</b> To care for dependants after carers leave is exhausted;</p>	<p>Director, (HR)</p>
<p><b>Parental Leave (paid / unpaid):</b></p> <p>(1) Academic / General / Research staff in School / Department or University Research Centre / Institute</p> <p>(2) Heads of School / Department</p> <p>(3) Deans and Directors, University Research Centre / Institute</p>	<p>(1) Head of School / Department or, Director, University Research Centre / Institute</p> <p>(2) Dean (Academic)</p> <p>(3) Group PVC / Senior DVC for Director, Institute for Glycomics</p>

FUNCTION	DELEGATED AUTHORITY
<p><b>Recreation Leave:</b></p> <p>(1) Academic / General / Research staff in School / Department or University Research Centre / Institute</p> <p>(2) Heads of School / Department</p> <p>(3) Deans and Directors, University Research Centre / Institute</p>	<p>(1) Head of School / Department* or, Director*, University Research Centre / Institute</p> <p>(2) Dean (Academic)</p> <p>(3) Group PVC / Senior DVC for Director, Institute for Glycomics</p>
<p><b>Sick Leave With Salary:</b> (with accrued entitlements)</p> <p>(1) Academic / General / Research staff in School / Department or University Research Centre / Institute</p> <p>(2) Heads of School / Department</p> <p>(3) Deans and Directors, University Research Centre / Institute</p>	<p>(1) Head of School / Department or Director, University Research Centre / Institute</p> <p>(2) Dean (Academic)</p> <p>(3) Group PVC / Senior DVC for Director, Institute for Glycomics</p>
<p><b>Sick Leave Without Salary:</b></p> <p>(1) Heads / Academic / General / Research staff in School / Department or University Research Centre / Institute</p> <p>(3) Deans and Directors, University Research Centre / Institute</p>	<p>(1) Dean (Academic) / Director, Office for Research for Institute for Glycomics staff</p> <p>(2) Group PVC / Senior DVC for Director, Institute for Glycomics</p>
<p><b>Leave Without Salary (up to 12 months):</b></p> <p>(1) Heads / Academic / General / Research staff in School / Department or University Research Centre / Institute</p> <p>(2) Deans and Directors, University Research Centre / Institute</p> <p>(3) 12 months or more (all staff)</p>	<p>(1) Dean (Academic) / Director, Office for Research for Institute for Glycomics staff</p> <p>(2) Group PVC / Senior DVC for Director, Institute for Glycomics</p> <p>(3) Vice Chancellor</p>

FUNCTION	DELEGATED AUTHORITY
<p><b>Other Leave Types:</b> Jury Service and Court Attendance Leave; Reserve Forces Leave; State Emergency Service (SES) Leave; Workplace Relations Training Leave</p> <p>(1) Academic / General / Research staff in School / Department or University Research Centre / Institute</p> <p>(2) Heads of School / Department</p> <p>(3) Deans and Directors, University Research Centre / Institute</p>	<p>(1) Head of School / Department* or, Director*, University Research Centre / Institute</p> <p>(2) Dean (Academic)</p> <p>(3) Group PVC / Senior DVC for Director, Institute for Glycomics</p>
<b>Other Matters</b>	
Academic Staff Work Profile Allocations	Head of School / Department
Teaching Buy Outs	Dean (Academic)
<p><b>Absence on Official University Business:</b></p> <p>(1) periods up to and including 20 consecutive working days;</p> <p>(2) periods greater than 20 consecutive working days</p>	<p>(1) Supervisor</p> <p>(2) Dean (Academic) / Director, Institute for Glycomics for Glycomics staff</p> <p>Senior DVC for Director, Institute for Glycomics</p>
<p><b>Academic Studies Program:</b></p> <p>(1) ASPs for periods of 6 months or less duration</p> <p>(2) ASPs for periods greater than 6 months duration</p>	<p>(1) Dean (Academic)</p> <p>(2) DVC (Academic)</p>
<p><b>Private Practice:</b></p> <p>(1) all academic staff</p> <p>(2) Member of Executive Group</p> <p>(3) all general staff</p>	<p>(1) Group PVC/DVC^</p> <p>(2) Vice Chancellor</p> <p>(3) Vice President (Corporate Services)</p> <p>^requests that fall outside the bounds of the Private Practice policy (e.g. requests exceeding approved hours) are to be forwarded to the DVC (A) for approval</p>
Consultancy and Contract Research	See Consultancy and Commercial Research Policy
Vice Chancellor's Academic Staff Development Scheme	See policy on Vice Chancellor's Academic Staff Development Scheme

<b>FUNCTION</b>	<b>DELEGATED AUTHORITY</b>
Relocation of Position / Staff Member within the Current Structure	Group PVC / Senior DVC for Institute for Glycomics staff
Academic Staff Reimbursement of Course Fees	Dean (Academic) on recommendation by Head of School / Department  Director, Office for Research on recommendation by Director, Institute for Glycomics for Glycomics staff
<b>Higher Duties – General Staff:</b>  (1) HEW 1 – 7  (2) HEW 8+	(1) Dean (Academic) / Director, Office for Research for Institute for Glycomics staff  (2) Group PVC / Senior DVC for Institute for Glycomics staff
<b>Flexible Work Year Scheme:</b>  (1) for Deans and Director, University Research Centre / Institute;  (2) all other staff	(1) Group PVC / Senior DVC for Director, Institute for Glycomics  (2) Dean (Academic) / Director, Office for Research for Institute for Glycomics staff
General Staff Education Assistance	Head of School / Department or Director, University Research Centre / Institute
Redundancies / Redeployments	Group PVC / Senior DVC for Institute for Glycomics staff
Resignations of Academic Staff up to and including Senior Lecturer / Senior Research Fellow	Dean (Academic) / Director, Office for Research for Institute for Glycomics staff
Resignations of Academic Staff at Associate Professor / Professor level	Group PVC / Senior DVC for Institute for Glycomics staff
Waiver of 6 month period of advice for resignation of academic staff	Group PVC or relevant Deputy Vice Chancellor / Senior DVC for Institute for Glycomics staff
Resignations of General Staff	Head of School / Department or Director, University Research Centre / Institute
Waiver of Repayment of Removal Expenses	Dean (Academic) / Director, Office for Research for Institute for Glycomics staff



FUNCTION	DELEGATED AUTHORITY
Waiver of Repayment of Travel Expenses	Dean (Academic) / Director, Office for Research for Institute for Glycomics staff
Waiver of Repayment of Academic Studies Program related expenses	Dean (Academic)
Waiver of repayment of General Staff Education Assistance	Head of School / Department or Director, Research Centre / Institute

## INSTITUTE FOR GLYCOMICS STAFF ONLY

### Staff Committee

Staffing matters in the Institute for Glycomics that would normally proceed to a Group Staff Committee (unsatisfactory performance of an academic staff member, academic confirmation of appointment) for staff levels up to and including Senior Research Fellow/Senior Lecturer) will be referred to the Griffith Sciences Group Staff Committee for review. The Director of the Institute for Glycomics or senior nominee (normally Deputy Director) will be invited to the Group Staff Committee meetings as appropriate, with rights of audience and debate. The Group Staff Committee will make recommendations for Institute for Glycomics staff to the Senior Deputy Vice Chancellor for approval.

### Senior Staff Review Committee

Staffing matters in the Institute for Glycomics that would normally proceed to a Senior Staff Review Committee (unsatisfactory performance of an academic staff member, academic confirmation of appointment) for staff levels of Principal Research Fellow/Associate Professor/Professor will be referred to the Griffith Sciences Group Senior Staff Review Committee. The Pro Vice Chancellor (Sciences) will establish and Chair a Senior Review Staff Committee and the Director of the Institute for Glycomics or senior nominee (normally Deputy Director) will be included as a member of that committee. The Senior Staff Review Committee will make recommendations for Institute for Glycomics staff to the Senior Deputy Vice Chancellor for approval.

### Promotion of Academic and Research Only Staff

Applications for promotion from staff in the Institute for Glycomics for levels up to and including Academic Level C/Senior Research Fellow will be referred to the Griffith Sciences Group Promotions Committee. The Director of the Institute for Glycomics or senior nominee (normally Deputy Director) will be invited to the Group Promotions Committee meetings as appropriate with rights of audience and debate. The Group Promotions Committee will make recommendations for Institute for Glycomics staff to the Senior Deputy Vice Chancellor for approval.

Applications for promotion from staff in the Institute for Glycomics for levels of Associate Professor/Principal Research Fellow/Professor will be considered by the Senior Promotions Committee. For the Senior Promotions committee process the Senior Deputy Vice Chancellor will represent the interests of applicants from the Institute for Glycomics.

## APPENDIX 1 – GUIDELINES FOR DELEGATION OF AUTHORITY

Delegation is the process of assigning decision making authority to specific positions within the School / Department or University Research Centre / Institute. Delegation of authority is limited only where outlined in this policy.

The following delegation principles apply:

- a) The primary motivation for delegation should be to enable effective and efficient decision making for the School / Department or University Research Centre / Institute.
- b) The decision making authorities being delegated must be clearly stated. Delegated authority must be assigned to a senior staff member who has the appropriate skills, qualifications and experience.
- c) Decision making carried out under delegated authority will be held to the same standards of accountability as that for the Head of School / Department or Director, University Research Centre / Institute.

Delegations of authority are recorded and communicated in the below delegation of authority email communication which is forwarded to Human Resources to enable the University to effectively administer decisions made by the delegated authority in the context of the relevant policy or procedure.

## APPENDIX 2 – DELEGATION OF AUTHORITY EMAIL COMMUNICATION

Office of HR

I have delegated authority to [insert name of staff member], **Deputy Head / Discipline Head / Deputy Director** within the [School/Department/Centre/Institute] to make decisions for academic staff reporting to them, and/or [insert name of staff member], **School / Administrative / Business / Technical Manager** within the [School/Department/Centre/Institute] to make decisions for general staff reporting to them, in accordance with the following provisions set out in the Staffing Delegations: Academic Groups policy:

Appointment of Research Assistants

Appointment of Casual General staff and Sessional Academic staff

Approval of Sessional Schedules and Variations

Approval of Recreation, Family and other leave transactions as marked

This delegation is to take effect immediately and is to continue until [insert the word 'revoked' or a particular date].

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[insert Head of School / Department or Director, University Research Centre / Institute details]