



University of
South Australia

VC Approval to Recruit Academic Staff Procedure

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APPLICATION

This procedure applies to academic staff employed in accordance with the applicable industrial instrument.

OVERVIEW

This procedure reflects the required practice of the University to obtain the Vice Chancellor's approval to recruit academic staff in a continuing position or a fixed term contract greater than three years.

PROCEDURE

1. The requisition form of the e-recruitment system is used to request approval, and to explain the rationale, to recruit for a vacant position.
2. The requisition form is created by the local HR professional or the School Executive Officer and is automatically forwarded to the nominated approvers (e.g. Head of School or Director, PVC and Vice Chancellor). The Vice Chancellor's authorisation is also recorded in the system.
3. Upon receipt of the Vice Chancellor's authorisation, the automated form is forwarded to the local HR office which can then proceed with the recruitment process.
4. The online requisition form may be viewed at any time.

FURTHER ASSISTANCE

Further advice may be sought from:

- The local HR professional
- The Human Resources Unit
- The Human Resources website

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