

## Appointment on nomination

Last updated: 1 April 2014 (administrative changes only)

Policy assigned to: Director, Human Resources

This document covers continuing and fixed term full-time and part-time staff. It does not include casual staff.

In this document, refer to the [University of Sydney \(Delegations of Authority - Administrative Functions\) Rule 2010 \(as amended\)](#) for the definition of:

- School
- Head - refers to HOS/HOA

‘Organisational unit’ is an administrative and equivalent to a budget unit for which a HOA has responsibility.

Appointment on nomination may be filled by staff from either within or outside the University.

## Procedures

Appointment on nomination is a way of filling short-term and unexpected vacancies, grant funded vacancies or to appoint someone who has been named on a grant.

Where an international appointee is being considered for an externally funded research-only appointment, consideration must be given to Department of Immigration and Border Protection regulations. The faculty or school must provide a detailed case demonstrating the nominated individual’s specialised skills, specific to the needs of the grant, which cannot easily be filled by an Australian citizen or permanent resident. Contact the [HR Service Centre](#) for further advice.

### 1. Appointment time limit

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The maximum period of appointment on nomination is twelve months, extendable by six months in exceptional circumstances approved by the relevant Deputy Vice-Chancellor.

The time limit can exceed twelve months if the appointee has been named on a grant, or the appointee is paid from a grant and the position requires immediate action and highly specialised skills, including staff employed under grants transferring from outside the University. In these cases, the time limit is the term of the grant.

### 2. Nomination where individual is named on a grant

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This section applies to appointments where an individual has been named specifically on a grant.

Where an appointee has been named on a grant the Hiring Manager may move straight into the approval and offer process specified in the [Recruitment and Selection policy](#)..

### 3. Nomination for all other purposes

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Appointments on Nomination follow the standard recruitment and selection procedures, including identifying the hiring need in consultation with the Recruitment Professional. Where the approved sourcing strategy<sup>1</sup> identifies appointment on nomination as the most effective method of attracting the best candidate, the following procedures apply:

#### A. Academic staff

(a) Selection Committee

A School Selection Committee is convened as follows:

- the Head (Chair)
- One other member of staff recommended by the Head after consultation with relevant School staff, the Dean, and normally the grant-holder, for grant funded positions.

(b) Nomination of appointee

No advertising in a public media or a formal application is required. The Head, in consultation with the relevant staff, nominates a person suitable for appointment and requests from the nominee a Curriculum Vitae, and referee details.

(c) Referee reports

At least one verbal referee report is required unless the appointee is named on the grant, in which case no referee reports are required.

(d) Selection meeting

Instead of the standard selection meeting procedures, the Selection Committee considers the information submitted by the nominee and the comments from any referee(s), and prepares a written recommendation for appointment, including the need for the position to be filled on nomination and details of the selection process followed.

The recommendation is forwarded to the Delegated Officer for approval, then to the [HR Service Centre](#) for action.

#### B. Professional staff

Appointments on Nomination follow the standard recruitment and selection procedures with the following exceptions:

- No advertising in a public media or a formal application is required.
- The appointment may be made without forming a selection committee. The Head, in consultation with the relevant staff, nominates a person suitable for appointment and requests from the nominee a Curriculum Vitae and at least one referee (verbal).
- The Head prepares a written recommendation for appointment including the need for the position to be filled on nomination and details of the selection process followed.
- The recommendation is forwarded to the Delegated Officer for approval, then to the [HR Service Centre](#) for action.
- A staff member appointed on nomination does not have access to Clause 302 of the Enterprise Agreement whereby a review of the recruitment process may be requested.
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<sup>1</sup> See Recruitment and Selection procedures 1D

## 4. Re-engagement and conversion to continuing employment

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(a) Re-engagement

For the purposes of clause 29 in the Enterprise Agreement, the selection process meets the requirements for competitive selection where the incumbent is named on a grant.

(b) Conversion to continuing employment

As appointments on nomination are made without advertisement, staff appointed to positions on this basis are ineligible to apply for conversion to continuing or fixed term employment as specified in clause 57 of the [Enterprise Agreement](#).

# Administration

## 1. Background/context

This policy was created based on the outcomes of a Recruitment & Selection Review in 2005. This policy was amended in April 2014 to align with the Enterprise Agreement 2013-2017. Also the second paragraph on the procedures section was rewritten to reflect changes by Department of Immigration and Border Protection.

## 2. Authority/consultation

This policy was developed by the Deputy Vice-Chancellor (Infrastructure)

## 3. Management Responsibility

Deputy Vice-Chancellor (Infrastructure)

## 4. Implementation Responsibility

Delegated Officers

## 5. Dates

Approval	23/05/06
Effect	25/05/06
Review	

## 6. Approval

Current version	Professor Ann Brewer Deputy Vice-Chancellor (Infrastructure)
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## 7. References

### Relevant industrial awards/agreements

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- [Enterprise Agreement 2013 - 2017](#)

### Other related policies/references

- [University of Sydney \(Delegations of Authority -Administrative Functions\) Rule 2010 \(as amended\)](#)
- [Recruitment and Selection Policy](#)

## 8. Signatures

### Approved by:

Name

Professor Ann Brewer

Position

Deputy Vice-Chancellor (Infrastructure)

Date

23 May 2006

Signature