Academic Board Nominee (ABN) Information Pack

February 2019
## Contents

This information pack is structured to provide key information on the role of the Academic Board Nominee (ABN):

1. Overview of the role and expectations 3
2. Relevant policies and procedures 7
3. Academic Recruitment and Selection Process 10
4. Academic Promotions Process 23
5. Further Information and Contacts 27
Overview of the role and expectations
What is an Academic Board Nominee?

- **Academic Board Nominee (ABN)** means a member of the Academic Board or a nominee of the Chair of Academic Board who, as a member of a selection committee, ensures that academic standards are maintained.

- An ABN:
  - Represents the Academic Board on promotion committees and selection panels for academic appointments and
  - Makes themselves available for appointment to such committees (via a published list of ABNs)
Expectations of an ABN

- **Participation**
  - Each ABN is expected to be actively involved in the selection or promotion process for every panel of which they are a part.
  - For recruitment, participation includes attending shortlisting meetings and interviews, reading all the materials sent to all panel members and evaluating the applications against the selection criteria for a role. Participation requirements for academic promotion are similar, and involve attendance at meetings and the reading and evaluation of applications against the normative criteria for performance at each academic level.

- **Uphold academic standards**
  - An important function of the ABN on an academic panel is to provide an independent and impartial evaluation of the applicants and the standards that the committee as a whole maintains throughout the selection or promotion process.
  - Specifically, the ABN plays an important role in ensuring that the applicants have met the requirements of the level of the position.

- **Question and raise matters of policy or compliance**
  - As an independent participant in the selection or promotion process it is expected that the ABN will raise questions throughout discussions relating to any aspect of the process or compliance.
Benefits of being an ABN

- Networking / collaboration opportunities
- Insight to how other faculties work
- Get to know your colleagues
- University Service
- Develop your interviewing skills

Professional Development Available for Academic Board Nominees:

- Diversity and Inclusion workshop (unconscious bias) – run by the University

- Complete the on-line module: Recruitment Selection Committees (online module) – all ABNs will need to do this
Relevant policies and procedures
# Relevant policies and procedures

<table>
<thead>
<tr>
<th>Policy Area</th>
<th>ABN involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recruitment and Selection Policy</strong></td>
<td>• As a member of a selection committee, ensures that academic standards are maintained</td>
</tr>
<tr>
<td></td>
<td>• As part of the Request to Hire, the ABN is nominated along with the proposed selection committee</td>
</tr>
<tr>
<td></td>
<td>• Levels A-D: one ABN</td>
</tr>
<tr>
<td></td>
<td>• Level E: Chair of the Academic Board or nominee</td>
</tr>
<tr>
<td><strong>Academic Promotions Policy 2015</strong></td>
<td>• Local Promotions Committees (Levels B-D inclusive): one ABN representative required</td>
</tr>
<tr>
<td><strong>Academic Promotions Procedures 2015</strong></td>
<td>• Local Promotions Committees (Levels E): one ABN representative required</td>
</tr>
<tr>
<td></td>
<td>• Central Promotions Committee: (Levels C –E inclusive): the Chair of the Academic Board or nominee (ex officio)</td>
</tr>
</tbody>
</table>
## Other policies

<table>
<thead>
<tr>
<th>Policy Area</th>
<th>Policy coverage</th>
</tr>
</thead>
</table>
| **Appointments on Nomination**  
**Policy & 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. |
| **External Interest Policy 2010** | This policy outlines the general standards of conduct expected of University staff and affiliates in relation to external interests; and provides for the avoidance and appropriate management of actual, apparent or perceived conflicts of interests. |
| **Honorary Titles Policy 2013 & Honorary Titles Procedures 2013** | This policy recognises the benefit the University receives from contributions to teaching, research and other services provided to it on an honorary basis; provides for the award of honorary titles in acknowledgement of such contributions; and sets out the privileges and obligations attaching to such titles.  
Note: there are some Faculty specific procedures e.g. the Law school |
| **Equal Opportunity in Education Policy** | The University has a policy of equal opportunity in education. It is important that individuals inside and outside the University are aware of this and of their rights and responsibilities with respect to the achievement of the aims of this policy. |
| **Policy and Procedures for the Recruitment of Deans** | The University believes that if it is to recruit deans of the highest possible quality in an increasingly competitive environment it needs to adopt a contemporary, flexible and professional approach. Any such approach must carefully balance the respective roles of the various parties with a genuine interest in the appointment of a dean, while acknowledging the rights and obligations of candidates. The University is also deeply committed to the principles of Equal Employment Opportunity and, in particular, wishes to increase the participation of target groups in the University’s senior management. It expects this commitment to be reflected in the implementation of the process for recruiting new deans. |
Academic Recruitment and Selection Process
Academic Recruitment and Selection: Overview

- The University aims to recruit and select the best possible candidates in a timely and cost effective manner for positions at all levels within the University, contributing to the University’s strategic aims and helping to ensure continuous improvement in standards and capability.

- The *Recruitment and Selection Policy* (Policy) provides a framework and structure for all University staff engaged in the recruitment and selection process.

- All continuing and fixed term recruitment assignments, including the use of external recruitment suppliers, are managed through SydneyRecruitment.
Principles of recruitment at the University of Sydney

– The University is committed to ensuring recruitment and selection practices are open, competitive and based on merit.
– Recruitment and selection practices will reflect the University’s strategic and operational objectives.
– All candidates will be assessed in relation to clearly defined position-related selection criteria to ensure the most appropriate candidate is selected.
– The University will treat all candidates applying for positions fairly to ensure that no unlawful discrimination is tolerated at any stage of the recruitment and selection process and to ensure diversity in its workforce.
– All continuing and fixed term positions will be advertised in publicly available media unless otherwise approved by the Delegated Officer (refer to section 2 of the Policy).
– Consideration of gender balance impact must be considered throughout all steps of the recruitment process.
ABN Participation & Responsibilities

– Academic Board Nominees are expected to be actively involved in the selection process: attending shortlisting meetings and interviews, reading materials sent to panel members and evaluating the applications against the selection criteria for a role.

– Is an independent voice on the committee.

– Upholds academic standards and compliance.

– 3-4 panels a year.
Logistics

- The Chair of the Academic Board and the SydneyRecruitment team will contact ABNs by email seeking their involvement on specific selection committees
  - This will occur towards the start of the recruitment process to allow the availability of the ABN to be taken into account

- Each ABN is expected to be actively involved in the selection process for every panel of which they are a part
  - ABNs should contact either the University Secretariat or SydneyRecruitment as soon as possible if they are unable to participate in a selection committee
  - ABNs should also advise one or both of these units if they are taking significant periods of leave from the University
The Recruitment Process: Overview

– The recruitment process involves a number of activities in which the ABN is involved, with the responsibility to uphold standards, question, raise matters of standards or process or policy compliance etc.

– ABN involvement includes the following activity areas:
  – Shortlisting in detail including selection criteria
  – Interview in detail around selection criteria
  – Assessing applications against selection criteria and achievement relative to opportunity
  – Direct appointments and AONs
  – Conflict of Interest of panel members
Shortlisting

- Shortlisting is the process of evaluating the pool of applicants by members of the selection committee, with a view to deciding on which applicants to invite for interview.
- Evaluations of an application are made against the selection criteria for the position.
- The panel will usually meet to determine a short list but sometimes will do so via email circulation when there is only a small number of applications to consider.
- Occasionally a panel will decide to meet with certain applicants, usually via a Skype discussion, to assist in determining a final shortlist. In these instances a sub-committee of panel members may have a discussion with candidates and report back to the whole committee on the discussions before a final shortlist is agreed upon.

The ABN must participate actively in this process
Interview

- Once a shortlist has been agreed upon, SydneyRecruitment manage the process of arranging interviews of the shortlisted applicants by the selection committee.
- Interviews are conducted with all panel members present and actively participating in the selection process.
- Interviews have a reasonably formal structure and involve a series of questions from panel members to each candidate, each based on the selection criteria for the position.
- Typically, interview questions will cover relevant aspects of an applicant’s research, teaching experience, general contribution to the university and wider community and any other aspect specific to the position as contained within the selection criteria.
- Interviews take between 30 and 45 minutes in most instances. A decision on the successful applicant is made at the conclusion of all interviews.

The ABN must participate actively in this process
References

- Referee reports are an important part of the selection process.
  - They provide the opportunity to confirm facts about a candidate’s background and suitability for appointment. This includes information supplied in resumes, responses addressing selection criteria and provided during interviews.
  - Additionally, referee reports can complement and build on the information you have already obtained about a candidate.

- Written referee reports are obtained by SydneyRecruitment and distributed to panel members.
  - References can be distributed to the selection committee before or after interviews depending on the preference of the hiring manager.
  - Referees are asked to provide comment on aspects of the applicants’ career including the research record, commitment to teaching and learning, their leadership/administration responsibilities and their overall contribution to the University/academic community.

- A minimum of 2 references must be collected for Academic Level A – B positions, 3 references for Academic Level C – D positions and 5 references are required for Academic Level E positions.

The ABN must participate actively in this process
Presentations and seminars

- Shortlisted applicants may be required deliver a presentation to the discipline before the interview. Presentation topics are determined by the discipline Head but are usually centred on the research trajectory of the applicant and their teaching and learning record. Feedback from the audience can then be shared with the interview panel to assist them in making their decision.
Direct appointments

- The Recruitment and Selection policy provides an option to invite someone to apply for a role without going through the otherwise mandatory advertising period. This is known as a Direct Appointment.
- These are only used in situations where there is an outstanding candidate with specialised skills and are mostly used for senior academic appointments.
- Such appointments can only be made with the approval of the Provost and Deputy Vice-Chancellor.
- The candidate must still go through the selection process with an ABN participating.

For further information, please see Recruitment and Selection Policy section 7 “Waiver of advertising for an academic position, or a position requiring highly specialised skills”.
Appointment on Nomination (AoN)

- The **Appointment on Nomination** policy provides another category of engagement and is a way of filling short-term and unexpected vacancies, grant funded vacancies or appointing someone who has been named on a grant.
  - Appointees in this category are not interviewed but their application is assessed by a small nominated committee and one reference is obtained.
  - An ABN is not involved in this category of engagement.
  - Appointments are limited to 12 months or for the duration of the grant on which the appointee is named.
Conflicts of Interest and external interests of panel members

– At the beginning of every selection process, SydneyRecruitment will ask that each participant on a selection committee consider whether or not they have any conflict of interest arising from their participation and declare it to the committee and in writing. It is not uncommon for panel members to know applicants in a professional capacity, usually arising from them having worked together previously or having a current working relationship with them in research or supervision. In most instances this does not present a conflict or interest but must be raised and discussed with the other members of the committee. Conflicts that do have the potential to influence the selection process are often of a personal or financial nature.

– Should a potential conflict be raised and the committee agrees that it has the potential to influence the selection process, the panel member concerned may be asked to refrain from voting on that particular applicant, may be asked to excuse themselves from the discussion of a particular person or may be replaced on the panel altogether.

– Staff members or affiliates whose external interests actually, or potentially, impact or might be perceived to impact upon the objectivity of any academic selection process in which the staff member or affiliate is involved must ensure that the interest is accompanied by a public declaration of the relevant interest.
Academic Promotions Process
Academic Promotions:
Local Promotions Committee (LPC)

LPC for Levels B-D inclusive

1) An LPC for promotion to Levels B–D inclusive will consist of at least five and no more than seven core members, plus one additional member, as follows:
   a) Chair, being a dean of one of the participating faculties or a nominee approved by the Provost;
   b) Three members, from at least two different faculties, including one member from the applicant’s faculty;
   c) one Academic Board nominee; and
   d) up to two other members in exceptional circumstances, from two different Faculties.

2) Where an LPC is considering applications from only one faculty, at least two of the members in category (1)(b) above must be from outside the applicants’ faculty.

3) There will also be a reserve core member. If the reserve core member is called upon to replace the Academic Board nominee, the reserve core member may do so even if they are not themselves on the list of Academic Board nominees.
Academic Promotions:
Central Promotions Committee (CPC)

CPC for Levels C and D
1) A CPC for promotion to Levels C or D will consist of:
   a) a Chair, being the Provost or nominee (ex officio)
   b) the Chair of the Academic Board or nominee (ex officio)
   c) one senior academic from another university, nominated by the Provost
   d) three members of the University’s academic staff, nominated by the Provost
   e) three members of the University’s academic staff, nominated by the Chair of the Academic Board.

2) There will be two reserve members, being members of the University’s academic staff nominated jointly by the Provost and the Chair of the Academic Board.

3) Members other than ex officio members should not serve for more than three consecutive years.

4) Individuals may not serve as members of a CPC if they have also been members of an LPC considering applications for promotion to the same level.
Promotions Committee Members’ Responsibilities

Members of committees are responsible for:

– ensuring their availability to attend all scheduled committee meetings
– declaring any conflicts of interest (actual, potential or perceived) to the relevant Chair as soon as they are aware of it
– appropriately managing any conflicts of interest
– ensuring that they understand and comply with all policy and procedural requirements
– providing all necessary feedback to the Chair of their committee in a timely fashion

Criteria for promotion

– Applicants must provide evidence of their capacity to perform at the level to which they are seeking Promotion; and clear evidence of an upward trajectory in their performance, such as would warrant advancement to the next level of employment.
– Applicants must demonstrate achievement of at least the minimum standards set out in Schedule 1 to the Academic Promotions Policy 2015.
Additional Information and Contacts
## Additional Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Board</td>
<td>Information about the role, governance and operation of the Academic Board.</td>
</tr>
<tr>
<td>ABN List</td>
<td>The list of Academic Board nominees is updated regularly and can be downloaded from:</td>
</tr>
<tr>
<td>Right to Information - Various Government Acts</td>
<td>Staff, students or members of the public can apply for access to University records under the Government Information (Public Access) Act.</td>
</tr>
<tr>
<td></td>
<td>The University's Right to Information Officers are available to provide advice on the operation of the Act in the University.</td>
</tr>
</tbody>
</table>
# Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/Professor Tony Masters</td>
<td>Chair, Academic Board</td>
</tr>
<tr>
<td>Dr Matthew Charet</td>
<td>Executive Officer, Academic Board</td>
</tr>
<tr>
<td>James Flood</td>
<td>Recruitment Officer (Level E), Recruitment Operations, Human Resources</td>
</tr>
<tr>
<td>Roszanna Hazlewood</td>
<td>Recruitment Administrator, Recruitment Operations, Human Resources</td>
</tr>
<tr>
<td>Renee Dodds</td>
<td>Acting Manager, Academic Promotions Unit</td>
</tr>
<tr>
<td>James Cui and Jordan Gacutan</td>
<td>Administrative Officers, Academic Promotions Unit</td>
</tr>
</tbody>
</table>