

# Chair Appointments Committee

## Report of a Selection Committee:

### 1. Report:

1.1 The report of a Selection Committee does NOT appear on the Chair's letterhead – it is just signed by the Chair.

1.2 The report includes the following information:

- membership of Selection Committee (specifying who was chair)
- statistics for applications from Australia/Overseas, male/female
- statistics for those short-listed from Australia/Overseas, male/female
- the Committee's attendance record
- the recommendation
  - it is important to spell out whether the recommendation was unanimous or not, with details if the latter.
  - where more than one person is being recommended, in case the first declines the offer, the format is set out below. *Note the different wording for the second and third recommendations.*

The committee unanimously recommends that X be offered the position of ....

In the event that X declines the offer of appointment, committee unanimously recommends that Y may be offered the position.

In the event that Y declines the offer, committee unanimously recommends that Z may be offered the position.

- detailed summaries on the candidate(s) being recommended, including identification of why one applicant is being recommended over another in cases where more than one applicant is being recommended.

### 2. Attachments:

2.1 Advertisement / brochure for the position (if advertised)

2.2 Curriculum vitae for each person being recommended to the Chair Appointments Committee, with a list of publications (including those who are recommended in the event that a recommended candidate declines the offer of appointment)

2.3 Referees' reports