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1 **Objective**

To enhance the effectiveness and transparency of the University of Tasmania’s internal nomination processes by outlining the procedure for filling vacancies through an internal nomination process.

2 **Scope**

These procedures apply to all Staff at the University.

3 **Procedure**

3.1 **Use of Internal Nominations**

It shall be open to a University budget centre to use an internal nomination process to fill a vacant fixed-term or ongoing position. Reasons for utilising the internal nomination processes may include:

- that there is a strong internal candidate who is credentialed for the role and who has demonstrated outstanding performance over a sustained period of time.

- advancement of an under represented equity group (eg Aboriginal people).

Submissions supporting the use of an internal nomination process must be made in writing and approved by the relevant College Pro Vice-Chancellor, Principal University College, Dean, Head of Institute or Head of Division following consultation with the Executive Director, Human Resources.

Any appointment made through the use of an internal nomination process remains subject to the University’s commitment to the principles of appointment on merit and the subject to the provisions of the Equity, Diversity and Inclusivity Policy and the Recruitment and Appointment Policy.

It should also be noted that nothing in this policy prevents a University budget centre making a Direct Appointment of a person (whether they are an existing employee or not) to a fixed-term appointment of one year or less, without the need for a competitive merit selection process.

3.2 **Eligibility Requirements**

In order for an employee to be eligible for internal nomination, the employee must:

- be a current fixed-term or ongoing, full-time or part-time, employee, or be a casual employee who has been employed by the University in the immediately preceding three month period; and,

- have obtained their current substantive or temporary appointment through a based merit appointment process.

3.3 **Relationship to other Policies**
The provisions regarding redeployment contained in the University of Tasmania Staff Agreement 2013-2016 need to be considered when implementing this procedure.

This Procedure will operate in conjunction with the Internal Transfer Procedure.

3.4 Responsibilities

The Head of the relevant Budget Centre shall prepare:

- a position description, including the selection criteria
- an Internal Appointment Nomination form, identifying the nominated employee, the classification level and the term of the appointment
- a brief written statement outlining the reasons why an internal nomination is the preferable course of action.

The prepared documentation is submitted to the relevant College Pro Vice-Chancellor, Principal University College, Dean, Head of Institute or Head of Division and Human Resources.

Following receipt of the prepared documentation and budget approval, Human Resources will place the Internal Nomination on the positions vacant website inviting employees to submit an application for appointment if they wish to have their application considered in competition with the nominated employee.

3.5 Selection Process

The selection process shall be conducted in accordance with the University’s Recruitment and Appointment Policies and Procedures.

4 Definitions and Acronyms

Organisational Unit

College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Budget Centre

A Unit within the University’s financial management structure that is functionally and financially distinctive. University budget centres include Schools, Institutes, CRCs, administrative sections and University Business Enterprises.

5 Supporting Documentation

- Inclusivity, Diversity & Equity Policy
- Performance & Career Development Policy
- Recruitment and Appointment Policy

6 Versioning