## Selection Committee Procedure

### Related Policy
- **Recruitment and Appointment Policy**

### Responsible Officer
- Executive Director, Human Resources

### Approved by
- Executive Director, Human Resources

### Approved and commenced
- January, 2019

### Review by
- January, 2022

### Responsible Organisational Unit
- Human Resources

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1 Objective

To outline Selection Committee processes and accountabilities for the recruitment of academic and professional staff.

2 Scope

This procedure applies to all University staff.

3 Responsibilities

A Selection Committee is responsible for:

- assessment of applicants against the position criteria
- ensuring a fair and transparent merit-based process
- making a decision to appoint and/or making a decision not to appoint.

The Chair of a Selection Committee (or nominee) is required to provide feedback where necessary to a candidate who was not successful for the position. For internal applicants, this is considered essential to assist their professional development and career opportunities.

Members of a Selection Committee will observe responsibilities regarding conflict of interest, confidentiality and equal employment opportunity as outlined below.

3.1 Conflict of Interest

In accordance with the Conflict of Interest Policy, if a member of a Selection Committee has an interest such that a reasonable person, knowing all the facts, could reasonably conclude that the interest could affect the decision or functioning of the Selection Committee, the member must disclose the interest to the Selection Committee. The Chair has accountability for assessing the relevance for any such conflict in accordance with the Conflict of Interest Policy, and this must be documented in the Selection minutes.

As a broad guiding principle, it is undesirable that personal relationships should influence or be seen to influence recruitment and appointment decisions. In the context of recruitment and appointment decisions, personal relationships are defined as relationships which are separate from and/or extend beyond professional relations. Advice from Human Resources should be sought where required.

No person should be advantaged or disadvantaged because of a personal relationship with another member of staff or a member of a Selection Committee.

Whilst a personal relationship with another staff member or an applicant for an employment opportunity within the University does not itself preclude a staff member from making staffing decisions, it is imperative that such decisions are based solely on the criteria of merit and are consistent with the Conflict of Interest Policy.
3.2 Confidentiality

The University may collect personal information of applicants including contact details, career history and qualifications as part of the recruitment process. This information may only be used by the Selection Committee for the purposes of recruitment and appointment.

Personal information will be collected, held, used and released in accordance with the Privacy Policy.

Members of the Selection Committee and Human Resources may disclose personal information to, and collect information from, nominated referees and relevant organisations such as educational institutions, professional bodies and former employers for the purposes of assessing an application and to verify qualifications, professional registrations and employment history. Personal information will not be disclosed to third parties without the prior consent of the applicant.

3.3 Equal Opportunity

The Selection Committee will operate in accordance with the University’s Recruitment and Appointment Policy and the Inclusion, Diversity & Equity Policy, the Fair Work Act 2009 and the Anti-Discrimination Act 1998 (Tas).

In summary, the key principles are to:

- maintain the merit principle, through an appropriate assessment; and/or competitive, efficient and effective selection process
- provide equal opportunity for all candidates
- promote a diverse and inclusive workforce.

4 Procedure

A Selection Committee is formed at the commencement of each recruitment process, with each member invited to participate. In accepting an invitation to join a Selection Committee, each member is confirming:

- their availability to participate, noting the timeframe for the process
- that there is no conflict of interest that would prevent them from perceptions in the decision-making process (see 3.1).

Should any invited member choose not to participate, the Chair or nominee will identify an appropriate alternative in consultation with the Organisational Unit.

All members of the Committee shall be provided with information on the position, including the Position Description, requirements and advertisement.

A Selection Committee should:

- consider all relevant applications
- shortlist applicant/s
- assess shortlisted applicant/s
- determine the merit of applicant/s
Selection Committee Procedure

- complete all the required online steps as outlined in the recruitment system.

While all Selection Committee members should be actively involved in the recruitment process, the Chair has ultimate accountability for the process, including membership of the Selection Committee, processes undertaken, and outcomes.

A nominated member of the Committee will complete the required details (at present through the recruitment system) to confirm the processes and decision rationale of the Selection Committee. The Chair will electronically authorise this for endorsement by Human Resources.

5 Membership of Selection Committee

A Selection Committee should:

- comprise of at least two, ideally three people
- have the appropriate technical and behavioural expertise to assess applicants
- include one member who is external to the organisational unit
- where possible, have at least one male and one female member
- where possible, include a member from each main campus or stakeholder area in the case of cross-campus/organisational unit positions.

The Chair of the Selection Committee may supplement the Committee with additional members for the purposes of ensuring adequate professional expertise, and/or appropriate gender balance and/or campus balance.

5.1 Membership of Selection Committees for Academic Staff Levels D and E

As a general practice, a Selection Committee for the recruitment of academic staff at levels D or E will comprise the following:

Chair: Executive Dean or member of the University Executive Team (or nominee)

Members:

- Dean or Associate Dean of the relevant College or Faculty or Head of Institute
- Head of relevant School or Institute equivalent
- Head of relevant Discipline (if not Head of School) or Institute equivalent
- One of the following:
  - A Deputy Vice-Chancellor
  - A Pro Vice-Chancellor
  - the Chair of Academic Senate
- Nominee of Academic Senate:
  - One academic member of staff appointed by the Chair from a panel of persons nominated annually by Academic Senate
- External Advisors (Level E appointments only):
  - Up to two external advisors appointed by the Chair of the Selection Committee, following consultation with the Chair of Academic Senate. The external advisors shall not be voting members of the Committee

Support Services will be provided by Human Resources as determined by the Chair (or nominee) in consultation with Human Resources.
5.2 **Membership of Selection Committees for Academic Staff Levels A, B and C**

As a general practice, a Selection Committee for the recruitment of academic staff at levels A, B or C will comprise the following:

Chair: Relevant College Executive Dean (or nominee), Dean of the relevant Faculty (or nominee), Head of School or Institute (or nominee) or the Chief Executive, University College (or nominee).

Members:

- Head of relevant School or Institute equivalent
- Head of relevant Discipline (if not Head of School) or Institute equivalent
- Two academic members of staff nominated by the relevant School or Institute equivalent.

Support Services will be provided by Human Resources as determined by the Chair (or nominee) in consultation with Human Resources.

5.3 **Membership of Selection Committees for Professional Staff**

As a general practice, a Selection Committee for the recruitment of professional staff will be comprised of the following:

Chair: Executive Director, Operations (or nominee)/Head of Division or Institute of the relevant College/Faculty/Division/Institute/College (or nominee), or the Operations Manager, University College.

Members:

- The Head of the relevant Organisational Unit
- One member of professional staff nominated by the relevant College/School/Division (or Institute equivalent)/Administrative Section.

External member/s:

For specialised positions and at the discretion of the Dean/Head of Division, in consultation with the Head of School/Administrative Section, it may be appropriate for an additional member from a relevant organisation, external to the University, to sit on the Selection Committee.

6 **Definitions and Acronyms**

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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7 Supporting Documentation

- Recruitment and Appointment Policy
- Inclusion, Diversity & Equity Policy
- Conflict of Interest Policy
- Privacy Policy
- Records Management Policy
- Recruitment and Appointment Procedure
- Secondment Procedure
- Internal Transfer Procedure
- Internal Nomination Procedure
- Human Resources website
- University of Tasmania Staff Agreement
- UTAS Statement of Values
- Delegations Policy
- Delegations Profiles and Schedules

8 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>The following Procedures have been superseded and have been revoked:</th>
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<tbody>
<tr>
<td>Version 1 - Gender and Campus Balance on Committees</td>
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<tr>
<td>Version 2 - Procedures for the Appointment of Full-time and Fractional Academic Staff at Levels A, B and C; approved September 2002; reviewed November 2005</td>
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<tr>
<td>Version 3 - Procedures for the Appointment of Full-time and Fractional Academic Staff at Levels D and E; approved September 2002; reviewed November 2005</td>
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<tr>
<td>Version 4 - Procedures for the Appointment of Full-time and Fractional General Staff at HEO Levels 1 to 10; approved September 2002; reviewed November 2005</td>
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<td>Version 5 - Selection Committee Procedure; approved November 2014. Amended in December 2016 to incorporate Colleges.</td>
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<td>Version 6 - Selection Committee Procedure; approved April 2018.</td>
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