

## Employment and Remuneration – Summary Table

	POSITION											
	VC	DVC(A)&P	PVC(R)	PVC(S&E)	EDFA	EDPD	Deans Faculties	Heads School	Heads Section	Faculty Manager	Finance Officer	FMS Operative
Initiating staff appointment procedures within the area for which the manager is responsible.*	x	x	x	x	x	x	x	x	x	x		
Overseeing professorial appointments (Academic Level D and E) and signing letters of appointment.		x										
Signing letters of appointment to other positions and letters advising of changes to employment conditions.		x										
Approving appointments of Head and Deputy Head of Schools.		x										
Making decisions relating to termination or other disciplinary action.*		x										
Signing letters of appointment on behalf of the University.					x							
Signing casual employment contracts within the Division.						x						
Making remuneration adjustments (e.g. attraction, retention)							x					

and responsibility loadings) within relevant Faculty.												
Actions related to approved profile positions where changes are within a single budget year and do not exceed budget limits.								x	x	x		
Making non-profile appointments.								x	x			
<p>Travel: Please note that different approval mechanisms apply to some types of air travel.</p> <p>1. Any travel to a country subject to a DFAT advisory (either not to travel, or to reconsider your need to travel to a particular country) requires the approval of the Deputy Vice-Chancellor (Academic) and Provost.</p> <p>2. Any international travel undertaken for marketing or promotional purposes needs the written recommendation of the Director, International Services</p> <p>3. All staff below the level of Head of School or Section (or equivalent) must fly economy class when travelling. Requests to change the class of flight must be approved by either the Vice-Chancellor or Executive Director, Finance and Administration.</p> <p>* Council reserves to itself the power to appoint to and remove from the positions of Vice-Chancellor, Deputy Vice-Chancellor (Academic) and Provost, Pro Vice-Chancellor (Research), Pro Vice-Chancellor (Students and Education), Executive Director, Finance and Administration, Executive Director, Planning and Development and Dean of a Faculty.</p>												
Authorises travel for:	DVC(A)&P	PVCs, EDFA, EDPD Deans of Faculties	Heads of Budget Centres within relevant Division (including international travel)					Domestic travel (below level of Head of School etc)				