



# APPOINTMENT OF ACADEMIC LEADERS PROCEDURES 2022

Issued by: Provost and Deputy Vice-Chancellor

Dated: 17 March 2022

Last amended: 29 September 2022  
17 August 2023 (administrative amendments only)  
3 April 2024 (administrative amendments only)

Signature:

Name: Professor Annamarie Jagose

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## 1 Purpose and application

- (1) These procedures are to give effect to the [University of Sydney \(Governance of Faculties and University Schools\) Rule](#) (“the Rule”).

**Note:** See subsections 3.2 and 6.2.

- (2) These procedures apply to the appointment of any of:
- (a) Associate Deans in any faculty or University school;
  - (b) Deputy Executive Deans in the Faculty of Medicine and Health;
  - (c) Deputy Deans in any other faculty;
  - (d) Deputy Head of School and Deputy Deans in a University school;
  - (e) Heads of School in any faculty; or
  - (f) Head of School and Deans in any faculty.

## 2 Commencement

These procedures commence on 17 March 2022.

## 3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

**academic leader** means, for the purposes of these procedures, any role listed in subclause 1(2).



- core Associate Dean** has the meaning given in the [University of Sydney \(Governance of Faculties and University Schools\) Rule](#). At the date of these procedures this is:
- means an Associate Dean whose area of accountability corresponds to a committee of the University Executive. At the date of this Rule, these are:
- Associate Dean (Research)
  - Associate Dean (Research Education)
  - Associate Dean (Education)
  - Associate Dean (Indigenous Strategy and Services)
  - Associate Dean (Student Life)
- delegate** has the meaning given in the [University of Sydney \(Delegations of Authority\) Rule](#). At the date of these procedures, this is:
- an employee, member or committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate
- hiring manager** means the staff member identified by the relevant delegate as the main point of contact for the recruitment process.
- Enterprise Agreement** means the [University of Sydney Enterprise Agreement 2023 - 2026](#) or any successor or replacement Agreement.
- relevant DVC** means:
- Deputy Vice-Chancellor (Education), in relation to roles as Associate Dean Education, Associate Dean Research Education or Associate Dean Student Life;
  - DVC (Research), in relation to roles as Associate Dean Research;
  - DVC (Indigenous Strategy and Services), in relation to roles as Associate Dean Indigenous Strategy and Services.

#### 4 General principles

- (1) The Provost will review academic leadership structures annually as part of workforce planning within faculties and University schools.
- (2) A faculty or University school must obtain the Provost's approval to:
  - (a) recruit or appoint academic leaders;
  - (b) vary an existing academic leadership structure, including appointing a non-core Associate Dean; or
  - (c) renew an academic leadership appointment.
- (3) Recruitment and appointment strategies must reflect the University's strategic and operational objectives and its commitment to equity and diversity.
- (4) Academic leaders must be appointed for a specified period, generally for up to five years with the possibility of renewal.



## 5 Recruitment and appointment strategy

- (1) The hiring manager must determine an appropriate recruitment and appointment strategy, relative to the position, which must include:
  - (a) obtaining approval from the Provost to advertise positions, consistently with the [Recruitment and Appointment Policy](#);
  - (b) consulting with the faculty or University school board;
  - (c) consulting with the relevant DVC on the recruitment and appointment of a core Associate Dean;
  - (d) where relevant to the responsibilities of the role, consulting with the relevant Vice-Principal on the recruitment and appointment of:
    - (i) a Deputy Executive Dean;
    - (ii) Deputy Dean; or
    - (iii) non-core Associate Dean

**Note:** See [Recruitment and Appointment Policy](#)

- (2) In addition to the requirements of subclause 5(1), the hiring manager may also do any of the following:
  - (a) seek written expressions of interest by advertising a position within a faculty, school or University school to attract internal candidates with demonstrated capacity to perform in the role;
    - (i) The hiring area is responsible for the expression of interest process but may seek support from HR Partnering or Recruitment Operations to finalise the appointment;

**Note:** see [standard job profiles](#) on the staff intranet

- (b) nominate a member of the relevant faculty, University school or school to act in the role for a defined period pending a final appointment; or

**Note:** See clause 15 of the [Recruitment and Appointment Policy](#).

- (c) appoint a person on nomination or by a direct appointment where this is the most effective method of securing the best candidate.

**Note:** See clauses 15 and 16 of the [Recruitment and Appointment Policy](#).

- (3) The level of appointment will be determined during the selection process, based on the experience and previous performance of the candidate.

- (4) Candidates must:

- (a) meet the requirements of the role; and

**Note:** see [standard job profiles](#) on the staff intranet

- (b) be eligible for appointment at Level D or E in a faculty, or
- (c) be eligible for appointment at Level C in a University school.

## 6 Decision to appoint

- (1) If a suitable candidate is identified, the hiring manager must make a recommendation to the Provost for approval, including a proposed period and level of appointment.
- (2) The Provost must then consider the recommendation and either:
  - (a) approve the appointment; or
  - (b) reject the recommendation and provide reasons for this decision.
- (3) If, in the opinion of the hiring manager and selection committee, no suitable candidate is identified through the recruitment and appointment strategy, the hiring manager may seek approval from the Provost to implement another recruitment and appointment strategy.
- (4) The selection committee for the appointment of academic leaders will be chaired by the:
  - (a) Provost (or nominee) where the position is advertised at either level D or E;
  - (b) Executive Dean or Dean (or nominee) where the position is advertised at level D only; or
  - (c) Head of School, or Head of School and Dean, (or nominee) where the position is advertised at level C.
- (5) If an external candidate is appointed to an academic leader role, they may also be offered a substantive position to commence on the completion of their approved term as an academic leader.
  - (a) Any such substantive position must be established and approved by the relevant delegates.

## 7 Remuneration and loading

- (1) The successful candidate will be offered a remuneration package commensurate with the responsibilities of the position and the candidate's relevant experience and qualifications.

**Note:** See the [Executive and Senior Professional Staff Remuneration Policy](#) for guidance on fixed package bands.
- (2) The remuneration package and any subsequent variation must be approved by the Provost. Remuneration advice may be sought from Human Resources.
- (3) Academic staff with academic leadership responsibilities may be eligible for a discretionary, non-superannuable loading payable in accordance with the term of their appointment.
  - (a) Applicable loadings must be specified in the contract of employment.
  - (b) All loadings must be reviewed annually and may be varied or withdrawn at the sole discretion of the University, subject to the applicable University policy or guideline.



## 8 Appointment and support package

- (1) An appointment support package may be offered:
  - (a) if approved by the Provost; and
  - (b) is subject to negotiation.
- (2) The package may include teaching relief, research and administrative support.

## 9 Key performance targets

- (1) Relevant line managers must:
  - (a) set and agree key performance targets for academic leaders who report to them, as part of the annual academic planning and development process; and  
**Note:** See the [Performance Planning and Development Policy](#)
  - (b) review the academic leaders' performance annually against these targets.

## 10 Rescissions and replacements

This document replaces *Appointment of Deputy Executive Deans, Deputy Deans and Associate Deans Procedure 2018*, which is rescinded as from the date of commencement of these procedures.

## NOTES

### Appointment of Academic Leaders Procedures 2022

Date adopted:	17 March 2022
Date commenced:	17 March 2022
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Document owner:	Provost and Deputy Vice-Chancellor
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Rescinded documents:	Appointment of Deputy Executive Deans, Deputy Deans and Associate Deans Procedures 2018
Related documents:	University of Sydney (Governance of Faculties and University Schools) Rule



University of Sydney (Delegations of Authority) Rule  
Executive and Senior Professional Staff Remuneration Policy  
Recruitment and Appointment Policy  
Performance Planning and Development Policy

## AMENDMENT HISTORY

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
Clause 4(2)(c)	New sub-clause on the renewal of academic leader appointments	29 September 2022
Clause 5(2)(a)	New sub-clause to clarify EOI process	29 September 2022
Clause 5(2)(a) (b) & (c)	Notes added.	29 September 2022
Clause 5(4)(a)	Amended to refer to key requirements of role rather than advertised criteria and note added.	29 September 2022
Clause 3(1)	Updated reference and link to new Enterprise Agreement 2023-26	17 August 2023
Throughout	Administrative amendments to remove the year in policy references	3 April 2024