

# STAFFING DELEGATIONS SCHEDULE

	Specific tasks, functions and duties	COUNCIL	VICE-CHANCELLOR	SENIOR EXECUTIVE: VICE-PRESIDENTS	EXECUTIVE POSITIONS THAT REPORT TO SENIOR EXECUTIVES (e.g. Executive Directors, Directors, Deans, Heads of School)	EXECUTIVE POSITIONS THAT REPORT TO EXECUTIVE DIRECTORS, DIRECTORS, DEANS/HEADS OF SCHOOL	EXECUTIVE DIRECTOR, HUMAN RESOURCES
Attraction	Creation of new positions or renewal of fixed term positions ( <b>not</b> in staffing budget)	Approve increase in establishment in senior executive positions	Approve new positions not in staffing budget				
Attraction	Approval of new positions or renewal of fixed term positions in staffing budget		Approve new <ul style="list-style-type: none"> <li>• Professor positions</li> <li>• Executive positions</li> </ul>	Approve new positions up to and including: <ul style="list-style-type: none"> <li>• Associate Lecturer to Associate Professor positions, including Research Officer and Research Fellow positions</li> <li>• HEW level 10 positions</li> <li>• VE Senior Educator</li> <li>• Non-Executive Positions</li> </ul>	Approve new positions up to and including: <ul style="list-style-type: none"> <li>• HEW level 9 positions and below</li> <li>• VE teacher positions</li> </ul>		
Attraction	Classification of positions						Approve classification of executive positions

	Specific tasks, functions and duties	COUNCIL	VICE-CHANCELLOR	SENIOR EXECUTIVE: VICE-PRESIDENTS	EXECUTIVE POSITIONS THAT REPORT TO SENIOR EXECUTIVES (e.g. Executive Directors, Directors, Deans, Heads of School)	EXECUTIVE POSITIONS THAT REPORT TO EXECUTIVE DIRECTORS, DIRECTORS, DEANS/HEADS OF SCHOOL	EXECUTIVE DIRECTOR, HUMAN RESOURCES
Attraction	Recruit and appoint to an established position, renewal of a fixed term contract and contract variations	Recruit and appoint Senior Executives for periods greater than 12 months (delegated to Nomination and Remuneration Committee)	Nominate hiring manager and approve appointments of: <ul style="list-style-type: none"> <li>• Senior Executives for a period of less than 12 months</li> <li>• Professor and Associate Professor positions, including Principal Research Fellow positions</li> <li>• Positions that report to Senior Executive</li> </ul>	Nominate hiring manager and approve appointment to positions up to and including: <ul style="list-style-type: none"> <li>• Associate Lecturer to Senior Lecturer positions, including Research Officer and Research Fellow positions</li> <li>• HEW level 10 positions</li> <li>• VE Senior Educator</li> <li>• Positions that report to Executive Directors, Directors, Deans and Heads of School</li> </ul>	Nominate hiring manager and approve appointment to positions up to and including: <ul style="list-style-type: none"> <li>• HEW level 9 positions and below</li> <li>• VE teacher positions</li> </ul>	Employ casual staff in line with Recruitment and employment of casual staff procedure	Determine any action arising from a police record finding or working with children check
Attraction	Appoint to a position without advertising (direct appointment)		Approve direct appointments of <ul style="list-style-type: none"> <li>• Professor and Associate Professor positions, including Principal Research Fellow</li> <li>• Executive positions</li> </ul>	Approve direct appointments of <ul style="list-style-type: none"> <li>• Associate Lecturer to Senior Lecturer, including Research Officer and Research Fellow positions</li> <li>• All VE positions</li> <li>• All HEW positions</li> </ul>			
Attraction	Position titles		Approve Executive titles and titles not specified in Position Title Guidelines		Approve position titles within Position Title Guidelines		

	Specific tasks, functions and duties	COUNCIL	VICE-CHANCELLOR	SENIOR EXECUTIVE: VICE-PRESIDENTS	EXECUTIVE POSITIONS THAT REPORT TO SENIOR EXECUTIVES (e.g. Executive Directors, Directors, Deans, Heads of School)	EXECUTIVE POSITIONS THAT REPORT TO EXECUTIVE DIRECTORS, DIRECTORS, DEANS/HEADS OF SCHOOL	EXECUTIVE DIRECTOR, HUMAN RESOURCES
Attraction	Professorial titles, honorary and adjunct appointments	<p>Award of Professorial title for Vice-Chancellor</p> <p>Award the title of*:</p> <ul style="list-style-type: none"> <li>• Emeritus Professor</li> <li>• Professors associating with RMIT after retirement or resignation</li> <li>• Title by personal award</li> </ul> <p>*This has been delegated to the Chancellor by the Council</p>	<ul style="list-style-type: none"> <li>• Award Professorial titles including Associate Professor titles (other than Emeritus Professor title)</li> <li>• Approve honorary appointments including adjunct appointments</li> </ul>				
Attraction	Employment status			Approve conversion to fixed term or continuing employment			
Attraction	Probation		<ul style="list-style-type: none"> <li>• Not confirm Executive staff on probation</li> <li>• Confirm employment of Senior Executive</li> </ul>	<ul style="list-style-type: none"> <li>• Not confirm professional, VE or academic staff on probation</li> <li>• Confirm employment of all academic staff</li> <li>• Extend probation of all staff</li> </ul>	VE	Confirm employment for professional and VE staff.	Waive or shorten probation periods

	Specific tasks, functions and duties	COUNCIL	VICE-CHANCELLOR	SENIOR EXECUTIVE: VICE-PRESIDENTS	EXECUTIVE POSITIONS THAT REPORT TO SENIOR EXECUTIVES (e.g. Executive Directors, Directors, Deans, Heads of School)	EXECUTIVE POSITIONS THAT REPORT TO EXECUTIVE DIRECTORS, DIRECTORS, DEANS/HEADS OF SCHOOL	EXECUTIVE DIRECTOR, HUMAN RESOURCES
Performance	Work planning and Performance reviews	Review performance of Vice Chancellor	Review performance of Senior Executive	<ul style="list-style-type: none"> <li>Approve school workload allocation models</li> <li>Approve work plans and conduct performance reviews of direct reports</li> </ul>	Approve work plans and conduct performance reviews of direct reports	Approve work plans and conduct performance reviews of direct reports	
Performance	Disciplinary action		<ul style="list-style-type: none"> <li>Suspend with or without pay an academic staff member who is subject to disciplinary procedures</li> <li>Apply disciplinary action to academic staff</li> <li>Dismiss fixed term or continuing staff</li> </ul>	<ul style="list-style-type: none"> <li>Suspend with or without pay a VE or professional staff member who is subject to disciplinary procedures</li> <li>Apply disciplinary action to VE or professional staff</li> </ul>			
Performance	Professional development		Approve professional development leave greater than 6 months		Approve professional development leave up to 6 months (Assessment leave, PhD completion leave, Research leave. Study leave and Sabbatical leave (VE only))	Approve attendance at professional development programs (cost to be approved in accordance with financial delegations)	

	Specific tasks, functions and duties	COUNCIL	VICE-CHANCELLOR	SENIOR EXECUTIVE: VICE-PRESIDENTS	EXECUTIVE POSITIONS THAT REPORT TO SENIOR EXECUTIVES (e.g. Executive Directors, Directors, Deans, Heads of School)	EXECUTIVE POSITIONS THAT REPORT TO EXECUTIVE DIRECTORS, DIRECTORS, DEANS/HEADS OF SCHOOL	EXECUTIVE DIRECTOR, HUMAN RESOURCES
Employment conditions	Leave and secondments		<ul style="list-style-type: none"> <li>• Approve recognition of prior service for sick leave and long service leave purposes for service in institution not stipulated within the policy</li> </ul>	<ul style="list-style-type: none"> <li>• Approve leave without pay of 12 months or more</li> <li>• Approve release of staff for secondments of 6 months or more</li> </ul>	<ul style="list-style-type: none"> <li>• Approve leave without pay of less than 12 months</li> <li>• Approve release of staff for secondments of less than 6 months</li> </ul>	<ul style="list-style-type: none"> <li>• Approve applications for leave without pay of 4 weeks or less</li> <li>• Approve secondment of 3 months or less</li> <li>• Approve 48/52 Week Employment Cycle</li> <li>• Approve personal, annual, community service, long service and parental leave or delegate authority to direct supervisor where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise prior service for sick leave, parental leave and long service leave purposes</li> </ul>

	Specific tasks, functions and duties	COUNCIL	VICE-CHANCELLOR	SENIOR EXECUTIVE: VICE-PRESIDENTS	EXECUTIVE POSITIONS THAT REPORT TO SENIOR EXECUTIVES (e.g. Executive Directors, Directors, Deans, Heads of School)	EXECUTIVE POSITIONS THAT REPORT TO EXECUTIVE DIRECTORS, DIRECTORS, DEANS/HEADS OF SCHOOL	EXECUTIVE DIRECTOR, HUMAN RESOURCES
Employment conditions	Managing change (including redundancy)		Approve organisation restructure and/or major change proposal	<ul style="list-style-type: none"> <li>• Approve compensation arising from relocation between campuses</li> <li>• Approve early separation prior to formal declaration of redundancy</li> <li>• Approve commencement of consultation regarding potential retrenchment</li> <li>• VPR: approve declaration of redundant HEW position</li> <li>• DVCA: approve declaration of redundant academic position</li> <li>• DVC Engagement and VE: approve declaration of redundant VE Teacher or Senior Educator position</li> </ul>	<ul style="list-style-type: none"> <li>• Approve how positions will be filled as a result of a defined change program</li> <li>• Approve early separation following formal declaration of redundancy (ie. during a redeployment/ transition period)</li> </ul>	Approve (in consultation with manager of the area) a professional staff member's eligibility for direct transfer and any other decisions regarding direct transfer. Where a position is in a matrix or dual reporting relationship the manager of the area will collaboratively involve the relevant managers.	Initiate redeployment action and approve appointment of staff redeployed to a position

	Specific tasks, functions and duties	COUNCIL	VICE-CHANCELLOR	SENIOR EXECUTIVE: VICE-PRESIDENTS	EXECUTIVE POSITIONS THAT REPORT TO SENIOR EXECUTIVES (e.g. Executive Directors, Directors, Deans, Heads of School)	EXECUTIVE POSITIONS THAT REPORT TO EXECUTIVE DIRECTORS, DIRECTORS, DEANS/HEADS OF SCHOOL	EXECUTIVE DIRECTOR, HUMAN RESOURCES
Employment conditions	Flexible employment conditions				<ul style="list-style-type: none"> <li>• Approve flexible working arrangements</li> <li>• Approve changes to time fraction</li> </ul>	<ul style="list-style-type: none"> <li>• Approve varying standard hours of attendance within standard hours of duty</li> <li>• Approve overtime / time off in lieu</li> </ul>	
Employment conditions	Staff departures (termination, resignation, retirement)		Dismiss fixed term or continuing staff	<ul style="list-style-type: none"> <li>• Approve application for conversion to fixed term contract prior to retirement</li> <li>• Approve voluntary early retirement</li> </ul>	Accept resignation with lesser than required notice	Accept resignation with required notice	
Reward and recognition	Academic promotions		Approve academic promotions from Lecturer to Professor, including Research Fellow positions.	Approve academic promotion from Associate Lecturer to Lecturer, including Research Officer.			

	Specific tasks, functions and duties	COUNCIL	VICE-CHANCELLOR	SENIOR EXECUTIVE: VICE-PRESIDENTS	EXECUTIVE POSITIONS THAT REPORT TO SENIOR EXECUTIVES (e.g. Executive Directors, Directors, Deans, Heads of School)	EXECUTIVE POSITIONS THAT REPORT TO EXECUTIVE DIRECTORS, DIRECTORS, DEANS/HEADS OF SCHOOL	EXECUTIVE DIRECTOR, HUMAN RESOURCES
Reward and recognition	Remuneration	<p>Approve remuneration for Vice-Chancellor.</p> <p>Approve remuneration for individual members of the Senior Executive if outside the approved Executive remuneration ranges</p> <p>Approve changes to Senior Executive remuneration ranges</p>	<ul style="list-style-type: none"> <li>Approve executive staff remuneration if outside approved remuneration ranges</li> <li>Approve loadings and allowances above 20% of salary</li> <li>Approve ongoing salary maintenance as a result of restructure or outside relevant workplace agreement provisions</li> </ul>	<ul style="list-style-type: none"> <li>Approve Higher Duties beyond 3 months</li> <li>Approve salary maintenance as per the relevant workplace agreement provisions</li> <li>Approve loadings and allowances up to 20% of salary</li> <li>Approve double increment for professional staff</li> </ul>	<ul style="list-style-type: none"> <li>Approve Higher Duties up to 3 months</li> <li>Approve denial of increment for professional or academic staff</li> <li>Approve multiple increments for professional or academic staff</li> </ul>	<ul style="list-style-type: none"> <li>Approve deferral of increment (professional staff and VE)</li> </ul>	
Health, safety and well-being	Managing ill-health		<ul style="list-style-type: none"> <li>Require academic staff to be medically examined</li> <li>Initiate ill health retirement for all staff</li> </ul>				Require professional and VE staff to be medically examined
Fairness and staff conduct	Conflict of interest and participation in outside activities			Receive and manage declarations of potential or actual conflict of interest	Approve participation in outside activities		