

Heads of Department Appointment During the Academic Restructure **DRAFT 22 July 2008**

During the Academic restructure process a number of Head of Department (HoD) roles were filled on a temporary fixed term basis. This means a significant number of HoD Roles will be open at the end of the year. In addition, with the new structure, a number of larger Departments have been created from a combination of smaller Departments. The heads of these larger Departments also need to be selected. The result is that around half of the HoD roles will need to be filled by the end of the year or a few weeks after.

In December 2005 a new process for Policy and Procedure for the appointment of HoDs was implemented after the Council meeting of 16 December 2005. These policies and procedures were due to be reviewed at the end of 2008. The policies at that time did not envisage the merging and creation of larger departments and the need to fill these roles in a significant number of Departments in a relatively short period of time.

To be able to implement the new academic structure effectively we are proposing a selection and appointment process for HoDs that will apply only during the implementation phase of the restructure. After this transitional period we will review the Policy and Procedure of 2005, as well as the procedures used in the restructure and determine if any changes are required.

Proposed Process for Selection of HoDs during the Academic Restructure

Provost	1. Ask for expressions of interest in the roles of Head
Applicants	2. Apply by closing date
Provost and Dean	3. If there is only one applicant, assess whether that applicant is appointable.
Provost	4. Where there is more than one applicant, the Provost will ask for expressions of interest for selection panel members from senior members of the new Department.
Provost and Dean	5. In consultation with the Dean the Provost will select a panel which will include at least: The Provost or representative, the Executive Dean, and at two senior members of the new Department. The selection will where possible balance gender and representation from old Departments that may have been merged into larger Departments.
Panel	6. Determine if any applicant is appointable.
Provost	7. If there is no appointable applicant, the Provost may appoint an Acting Head for up to one year.

Consultation Process

Feedback on this proposed implementation process should be sent to the Director of Human Resources at tim.sprague@mq.edu.au by 4th August 2008.

The proposed process and feedback will be discussed at the staff consultative group on 8 August.

Tim Sprague