

RECRUITMENT & APPOINTMENT POLICY

SCOPE

This policy applies to all staff and the associated workforce of the University.

For the purpose of this policy, references to 'the University' includes Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou and the Monash University Prato Centre, unless indicated otherwise.

POLICY STATEMENT

This policy outlines the principles underpinning recruitment, selection and appointment to support the University's strategic direction of staff excellence, in our ambition to be excellent, international, enterprising and inclusive.

To support this strategy together with our operational requirements, we are committed to attracting, recruiting and retaining the best academic and professional staff through:

- fair, timely and transparent recruitment processes;
- appointing talented candidates using a credible, merit-based, competitive selection process;
- promoting a diverse workforce where underrepresented groups actively seek employment with us;
- providing equal opportunity for all candidates, with selection decisions based on achievements relative to opportunity; and
- compliance with legislative requirements and obligations.

The University treats any breach of its policies, procedures and schedules seriously; it encourages reporting of concerns about non-compliance, and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with University policies may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees, or the cessation of engagements with the University for other persons.

DEFINITIONS

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| Associated workforce | means any person appointed by the University to participate in University activities in an unpaid capacity and are not employees of the University. The associate workforce includes (but is not limited to), Honorary appointments such as Adjunct and Emeritus Professors, Conjoint Appointments, Contractors, University Visitors, and Affiliates. |
| Staff | <p>"Staff" means paid, academic, professional and trades and services staff employed by the University:</p> <ul style="list-style-type: none"> (a) under a relevant Enterprise Agreement; or (b) a contract or employment. |

GOVERNANCE

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| Supporting procedures | <ul style="list-style-type: none"> • Academic leadership appointments • Academic titles • Additional appointments and duties • Adjunct appointments (academic) • Casual and sessional appointments • Classification for professional staff • Direct Appointments • Eminent professorial appointments • Employment Checks |
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| | <ul style="list-style-type: none"> • Fixed-term and continuing appointments • Honorary appointments (professional staff) • International vacancies managed from Australia • Level E appointments • Recruitment, Appointment and Assignment to International Vacancies Managed from Australia • Research support staff • Secondments and transfers (internal) • Secondments (external) • Transfer to an education-focused or practice academic role • Unpaid internship appointment and conditions • University visitors • Work experience for school students • Working with Children Checks <p>Associated Documents</p> <ul style="list-style-type: none"> • Child Safe Standards |
| Supporting schedules | n/a |
| Associated policies | <ul style="list-style-type: none"> • Ethics Statement Policy • Equal Opportunity • Integrity & Respect |
| Policy owner | Chief Human Resources Officer |
| Legislation mandating compliance | <p>Australian Legislation</p> <ul style="list-style-type: none"> • Fair Work Act 2009 (Cth) <p>Malaysian Legislation</p> <ul style="list-style-type: none"> • Employment Act 1955 (Act 265) |
| Category | Operational |
| Approval | Chief Operating Officer & Senior Vice-President |
| Endorsement | Chief Human Resources Officer |
| Date effective | 12 February 2020 |
| Review date | 23 February 2021 |
| Version | 3.2 (<i>minor amendments effective on 1 June 2021</i>) |
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