

# Appointment by Invitation: Exceptional Circumstances Procedure

## Section 1 - Introduction

- (1) The University recognises that it operates in a competitive environment and at times will need to act quickly to secure or retain exceptional staff who are leading academics or professional practitioners with outstanding reputations.
- (2) Appointment by invitation outside of the University's standard recruitment procedures will be used in exceptional circumstances for the appointment of outstanding academic and professional staff. Such an appointment will be made when it is considered to be important to the strategic direction and reputation of the University.
- (3) This procedure supports the goals of the University's strategic plan and its particular commitment to fostering excellence in education and research.

## Section 2 - Procedure

### Request to consider an appointment by invitation

- (4) The request for appointment by invitation will normally be initiated by a Divisional Head or Pro Vice-Chancellor.
- (5) The appointment by invitation procedure can be utilised:
- a. where the proposed appointment is required in a short timeframe to secure an outstanding candidate or to meet urgent or critical operational needs; or
  - b. where the proposed appointment would provide a major competitive advantage to the University; or
  - c. where any breach of confidentiality would place the appointee and the appointment at risk; or
  - d. in other exceptional circumstances with the approval of the Vice-Chancellor.
- (6) The Vice-Chancellor will consider any relevant material which will normally include:
- a. a statement by the Head of School/Director as to why the nominated individual is important to the strategic direction and reputation of the University;
  - b. the individual's curriculum vitae;
  - c. a brief statement from the individual (if requested by the Vice-Chancellor);
  - d. written or verbal referee reports from at least 2 referees as determined by the Divisional Head/Pro Vice-Chancellor in consultation with the Vice-Chancellor; and
  - e. other documents that may be requested by the Vice-Chancellor.

### Consultation and Approval

- (7) The Vice-Chancellor may consult with members of the Executive Committee, President of Academic Senate and other appropriate staff prior to proceeding with any assessment.

(8) In accordance with the University's [Conflict of Interest policy](#), if a staff member who is consulted on the process has a direct or personal interest in the appointment they must declare such interest to the Vice-Chancellor as soon as the individual's identity becomes known to them. This will mean a declaration of any financial, family or other close personal relationship.

(9) Staff will observe confidentiality in regard to all aspects of the appointment and must not disclose any details of the individual or discuss aspects of the process with any person within or external to the University, other than with the Vice-Chancellor or member of HRServices.

(10) The Vice-Chancellor will approve or not approve an offer of employment in consultation with the Chief People and Culture Officer.

## **Section 3 - Funding**

(11) The source of funding for the appointment will be negotiated between the Vice-Chancellor and relevant Colleges or Divisions.

## Status and Details

Status	Historic
Effective Date	25th May 2016
Review Date	31st December 2019
Approval Authority	Vice-Chancellor
Approval Date	25th May 2016
Expiry Date	11th October 2022
Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
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## Glossary Terms and Definitions

**"Academic Senate"** - The Academic Senate of the University as described in the University of Newcastle Act 1989.

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Risk"** - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

**"Candidate"** - With regard to Higher Degree by Research it has the same meaning as student. For all other instances it is a person considered for appointment to a position.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"College"** - An organisational unit established within the University by the Council.