Recruitment Sub-Committee

Terms of Reference

Date: 14 May 2025

Remit of the Recruitment Sub-Committee

The Recruitment Sub-Committee is a sub-committee of Executive Committee which provides institutional oversight for all posts which create appointments that are over 12 months in length.

Exclusions

Any appointments under 12 months.

Terms of Reference

- The Recruitment Sub-Committee will review completed Recruitment Packs for contracts of one year or more to ensure that they meet the strategic objectives of the University.
- Adjunct appointments proposed will be approved by Recruitment Sub-Committee.
- The working presumption will be that the Committee will approve Recruitment Packs which have already been authorised in accordance with the annual workforce planning process. It may also approve posts that have not been subject to the workforce planning process.
- The Recruitment Sub-Committee will evaluate and monitor Recruitment Packs to ensure academic integrity is maintained and in line with academic and research role profiles for the particular posts. Similarly, the committee will scrutinise professional support roles and their titles to ensure alignment with University policies and consistency across grades.
- The Recruitment Sub-Committee will meet fortnightly, with the schedule of meetings agreed in advance by the Committee.

Operations of Committee

A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. No meeting will proceed in the absence of a quorum.

The committee will receive administrative support from the HR Division and summary minutes of meetings will be recorded and approved at each meeting. Conflicts of interest will be a standing order on each meeting agenda and any conflicts will be dealt with via established protocols.

Between meetings occasions may arise where an urgent matter requires consideration of the Committee. The Chair may agree in such circumstances to seek guidance from the Committee via email to all members. In the event of such circumstances arising any guidance and any decision will be noted in the minutes of the Committee's next meeting.

Completed Recruitment Packs must be submitted **one week** prior to the meeting of the Sub-Committee.

In filling out the attached form/online form the Hiring Manager must ensure that all required information is provided. Incomplete forms will be returned within 24 hours of receipt where possible.

The Committee will issue an annual report to Executive Committee.

Composition of Recruitment Sub-Committee

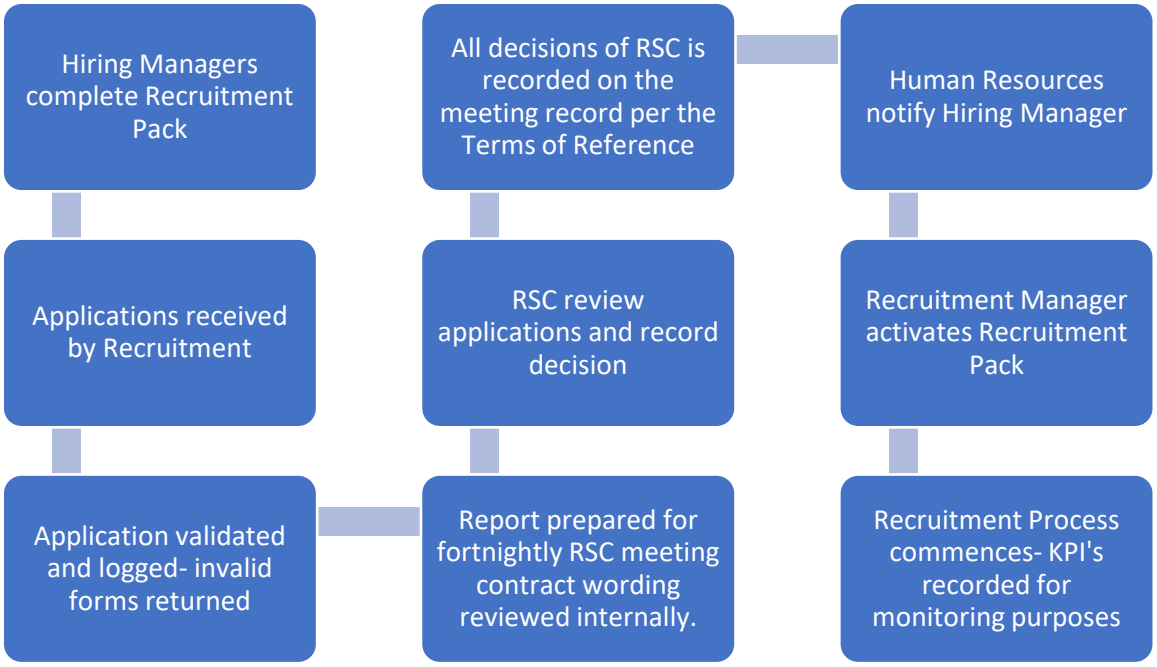
The membership of The Recruitment Sub-Committee is

- Provost & Deputy President (Chair)
- VPR or their nominee
- Chief Finance and Performance Officer or their nominee
- Dean/s (or alternate) nominated by the Executive annually
- Director of HR
- Director of Strategic Planning
- The committee may choose to add an additional member at the committee's discretion
- Administrative assistance to the Sub-Committee will be provided by HR.

  Gender balance must be maintained at all times.

Appendix

RECRUITMENT PACK- PROCESS MAP



HR will ensure that recruitment packs have the required levels of approval as per the Policy for the Recruitment of Staff outlined below.

	Project Leader	Head of Dept./ Dept Manager/ Institution Director	Faculty Manager	Dean/Division Head	Finance	VPAA& SE/Nominee	HR Director/Nominee	
Academic		✓	✓	✓	✓	✓	✓	
Support		✓	✓	✓	✓		✓	
Research	✓	✓		✓	✓			

Document Control

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