

Recruitment & appointment of casual academic employees



Guidelines for the recruitment and appointment of casual academic employees

1. The recruitment and appointment of casual academic employees is governed by the Southern Cross University Enterprise Agreement 2010 (EA), in particular, clauses 313 to 341: <http://www.scu.edu.au/admin/hr/index.php/58#39>.
2. These Guidelines should be read in conjunction with the Southern Cross University (SCU) Recruitment Policy and Procedures: <http://policies.scu.edu.au/view.current.php?id=00050>.

1. Preamble

Casual academic employees are a valuable and necessary resource for the University's teaching and teaching support activities. As a result, SCU is committed to ensuring fair and equitable conditions apply to the recruitment, selection and appointment of casual academic employees.

The nature of casual employment, however, is that the employment is temporary and used for very specific short-term purposes. As the University's needs change from year to year, casual academic employment opportunities will fluctuate, depending on student enrolments, the trialling of new courses, the activities of continuing academic staff and other variables. Accordingly, casual employees should be aware that there is no expectation of employment from one contract to the next.

2. Recruitment and Selection

1. Recruitment and appointment at SCU is based on merit and equal employment opportunity.
2. Prior to participating in staff recruitment and appointment processes, including casual academic processes, employees must familiarise themselves with the Recruitment and Appointment Policy and the Personal Relationships policy. Any perceived conflicts of interest must be declared or discussed with the Panel Chair or their work unit's HR Consultant.
3. Recruitment Selection and Interview Skills training is mandatory for all employees participating in recruitment and appointment processes.

Sourcing potential employees

4. Potential casual academic employees are sourced from:
 - a) local industry experts with currency and relevance in the discipline area;
 - b) current postgraduate or undergraduate students enrolled in the relevant discipline area;
 - c) the online casual academic employment register available publicly;
 - d) existing casual academic employees wishing to be considered for re-engagement.
5. It is important that the source of casual academic employees is refreshed and reviewed regularly (at least every two years) to ensure:
 - a) equity of employment opportunity;
 - b) quality of our casual academic resources; and
 - c) relevance and currency of industry experience.
6. To ensure casual registers are refreshed as outlined above, HR Services publishes in the three local newspapers (Coffs Harbour, Lismore and Tweed Gold Coast), one external advertisement each year for all Schools, inviting CVs be submitted through the online casual employment register.

Application process

7. All casual academic employee candidates must submit a current CV through the online register. This includes existing casuals who will need to reapply to the register with an updated CV every two years and postgraduate students wishing to be considered for casual academic work. Local industry experts sourced deliberately by the University for Guest or Specialised Lectures will be exempt from this process.

Selection process

8. Applications for casual academic employment are lodged and administered through the University-wide online casual employment register. Where an existing casual academic is required to update and resubmit their CV, this must also occur through the online casual employment register.
9. All new casual academic candidates must be interviewed. The minimum requirement is a telephone interview; however in-person interviews are preferred. Suitability for appointment is to be undertaken by at least one academic employee of the school, preferably the relevant Unit Assessor or Course Coordinator.
10. The University has, as a minimum, the following selection criteria for appointment as a casual academic employee:
 - a) a current and valid working visa with no relevant work restrictions;
 - b) formal tertiary qualifications and/or relevant work experience in accordance with the Australian Qualifications Framework (AQF);
 - c) strong verbal and written communication and interpersonal skills; and
 - d) relevant and recent industry or academic experience in the discipline area.
11. Schools may add their own relevant selection criteria however these must be recorded (see Record-keeping requirements below).
12. The School is responsible for undertaking a Working with Children Check and verifying professional memberships/registration where necessary for the role.

Record-keeping

13. Selection records* must be retained by Schools for all casual academic appointments. The records must include:
 - a) who was interviewed for which Unit / work activity;
 - b) the date of interview,
 - c) the interviewers,
 - d) the recommended candidate and reason for their recommendation (*a template form is attached).
14. Records must be retained by the School for two years.
15. If new to the University, the candidate's CV and certified copies of their formal tertiary qualifications are sent to HR Services for placement on their personnel file.
16. Where an industry expert is sourced for Specialised or Guest lectures, the School should ensure a record is kept with the copy of the contract noting the reason for the selection and appointment (eg., "Appointed to provide specialised lecture to 3rd year law students on patent law").

17. At the point of offering employment, candidates should be made aware of the following basic employment matters:
 - a) the provision of office space and resources;
 - b) expectations of presence on campus or at school meetings and requirements in relation to student consultation;
 - c) the requirement to complete a paid induction program;
 - d) the name of their supervisor;
 - e) requirements for claiming payment for work completed (manual or online);
 - f) any requirements re inter-campus travel;
 - g) that the engagement is for one session only and that there is no expectation of further employment beyond a single contract, if accepted.

3. Appointment

18. Appointment as a casual academic employee occurs in accordance with the SCU Delegations, E-Trans system procedures, and HR Services processes.
19. All new SCU employees are required to complete SCU's Corporate Induction and a work unit specific induction program. Information relating to the induction process is supplied as part of a new employee's employment contract and is further explained on their first day.
20. The conditions of employment are set out in the employee's contract and in the University's Enterprise Agreement.
21. Resources available to support casual academic employees -

[Casual Academic Staff: A Quick Guide](#)

[Nov12]

Casual academic recruitment – record of interview and selection

Work Unit: Interview Date:

Person Interviewed	Unit/Work Activity	Notes	Recommendation <i>(include reasons)</i>

Interviewing Panel *(at least one academic employee from the work unit must be involved)*:

Interviewer: Position: Signature: Date:

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Interviewer: Position: Signature: Date:

Note: This record must be retained in the work unit for two years after the date of interview.