
POLICY A3.2

RECRUITMENT AND INDUCTION OF ACADEMIC STAFF

1.0 INTRODUCTION

1.1 Context

The recruitment and induction of academic staff who are appropriately qualified and hold currency in their discipline is of paramount importance to the quality of ABS courses. A merit based, transparent and verifiable recruitment approach ensures ABS complies with relevant employment law and meets its workforce planning commitments.

1.2 Purpose

The purpose of this policy is to outline the principles and responsibilities which govern the selection, recruitment and induction of academic staff employed to teach ABS courses.

1.3 Scope

This policy applies to all new and existing ABS academic staff, including third-party staff (where relevant) and staff (including any organ of governance) involved in the recruitment and selection of academic staff for the teaching of ABS courses.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. New prospective academic staff - Applicants for academic staff positions are responsible for providing ABS, upon request, a current and verifiable Curriculum Vitae, along with copies of testamurs and academic transcripts (Justice of the Peace certified copies only). New Academic staff are also required to complete the Academic Induction facilitated by the Executive Dean (or delegate).
2. Existing academic staff - Are required to maintain the currency of their Curriculum Vitae and provide copies of testamurs and academic transcripts (Justice of the Peace certified only) for existing and new qualifications obtained over their employment with ABS.
3. The Executive Dean, ABS in collaboration with Human Resources Staff - is required to develop advertisements for new academic staff positions, prepare Job descriptions and PD, and ensure recruitment processes comply with the Recruitment and Induction of Academic Staff Policy.

4. Executive Dean, ABS - is required to verify the acceptability and authenticity of all academic qualifications claimed by ABS academic staff. The Executive Dean, ABS (or delegate) is also responsible for inducting new ABS academic staff into their roles.
5. Executive Dean, ABS - is required to be a member of the Interview Panel for new academic staff and assess equivalency for academic staff that do not hold an AQF+1 level qualification.
6. Interview Panel - is required to assess academic staff applications and recommend approval of the appointment of new academic staff, ensuring compliance with HESF2021 Standard 3.2.

3.0 POLICY

3.1 Principles

ABS's selection and recruitment of academic staff will:

1. be merit based. This will be determined by assessing the applicant's skills, knowledge and behaviours;
2. be assessed against the relevant position description criteria and essential requirements;
3. support a diverse workforce;
4. be consistent with equal employment opportunity principles, ensuring candidates are treated ethically, fairly and respectfully;
5. be transparent, while balancing the need for confidentiality;
6. be timely and efficient;
7. ensure the acceptability and authenticity of all claimed academic qualifications;
8. be consistent with the AQF+1 academic staffing requirements (or equivalent experience) as prescribed in the Higher Education Standards Framework 2021 Standard 3.2;
9. ensure academic staff are appropriately inducted and orientated into their new roles with ABS.

4.0 DEFINITIONS

- **Acceptability of an academic qualification** - The process of determining if a claimed academic qualification has been conferred from a *bona fide* education institution.

- **Authenticity of an academic qualification** - The process of verifying if a claimed qualification has been legitimately earned from a *bona fide* education institution.
- **Bona fide education institution** - An education provider, either based in Australia or overseas, which is recognised and accredited by the relevant Department or Ministry of Education and is authorised by law to offer and confer AQF equivalent academic qualifications. Listings of *bona fide* education institutions may be found in the Department of Education, Skills and Employment *Country Education Profiles* or by contacting a state based Overseas Qualification Recognition Unit.
- **Justice of the Peace** - are volunteers appointed by the Governor of each State and Territory to certify copies of original documents.
- **Testamur** - official certification issued from an education institution, attesting to the completion of a course of study. Also known as a parchment.
- **Academic Transcript** - official certification issued from an education institution, identifying the units of study undertaken in a course of study. Also known as a record of results.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Recruitment and Induction of Academic Staff Procedure
- Workforce Plan
- Fair Work Act 2009
- Higher Education Standards Framework 2021
- Australian Qualifications Framework
- State Based Overseas Qualifications Recognition Units - [Qualifications Recognition \(internationaleducation.gov.au\)](#) and associated [Country Education Profiles](#).

6.0 POLICY OWNERSHIP

Policy Owner	Executive Dean, ABS
Status	Reviewed on November 2022
Approval Authority	ABS Academic Board
Date of Approval	06/12/2022
Effective Date	11 January 2023
Implementation Owner	Executive Dean, ABS
Maintenance Owner	Head of Compliance
Review Due	November 2025
Content Enquiries	Sabina Cerimagic - Executive Dean, ABS Email: sabina.cerimagic@aimbusinessschool.edu.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A3.0	June 2021	Head of School	<p>Update to context, purpose, scope and responsibilities.</p> <p>Addition of principles by which academic qualifications will be verified.</p> <p>Update to definitions.</p> <p>Update to references and associated information including State Based Overseas Qualification Recognition Units and Country Education Profiles.</p>
A3.1	06 December 2022	Head of Compliance	Review of policy and updated HESF details. Update to Staff titles.
A3.2	13 March 2023	Head of Compliance	Minor administrative change: update to staff titles.