
PROCEDURE A3.2-P3.2

RECRUITMENT AND INDUCTION OF ACADEMIC STAFF

1.0 INTRODUCTION

1.1 Related Policy

Recruitment and Induction of Academic Staff Policy.

1.2 Purpose

The purpose of this procedure is to outline the steps ABS will follow in order to select, recruit and induct academic staff employed to teach ABS courses.

1.3 Scope

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

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. 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.
2. 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).
3. 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.
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 HESF 2021 Standard 3.2.

3.0 PROCEDURE

3.1 Recruitment of Academic staff

1. All candidates interested in applying for an academic staff position at ABS are required to complete/ submit the following information:
 - a. A current copy of their Curriculum Vitae, detailing relevant industry & academic experience along with claimed academic qualifications (including a relevant academic qualification which is at least one AQF level higher than the course in which they are seeking to teach or includes equivalent professional experience).
 - b. The TEQSA abbreviated CV template which is provided by ABS.
 - c. A Letter of Application, addressing the overall core requirements for the position being advertised.

3.2 Selection and provisional appointment of Academic Staff

1. All submitted applications for academic staff positions will be initially screened by the Executive Dean, ABS. The Executive Dean, ABS will check applications against the following core criteria:
 - a. Evidence of current and relevant teaching experience at the appropriate AQF level (or equivalent).
 - b. Evidence of current and relevant industry experience and its appropriateness to the AQF level of the courses to which the applicant is seeking to teach.
 - c. Evidence of claimed academic qualifications which are relevant and at least one AQF level higher than the course(s) in which the applicant is seeking to teach.
2. Applications not meeting any or all of the aforementioned criteria (for exceptions see 3 below) will not proceed to the next stage of the selection process by Human Resources Staff.

3. Applications which may meet the equivalency requirements for AQF+1 or equivalent relevant professional experience (in accordance with Attachment 1), are assessed by the Executive Dean, ABS who will determine if the application may be assessed by an Interview Panel, or the application should not proceed to the next stage.
4. Applicants who proceed to the next stage of the application process will be assessed by an Interview Panel. The panel will comprise of a member from the Human Resources team, the Executive Dean, ABS and the Senior Lecturer - Program Manager. The Panel will assess the applications against the criteria in 3.2.1 above.
5. The Interview Panel will select the applicant(s) who most closely meet the selection criteria for the academic staff role(s).
6. For third party providers, the Executive Dean will assess the final applications post interview panel stage and approve/ not approve the application to move to the next stage.
7. The Human Resources team will advise the successful applicants of their provisional appointment to the role subject to verification of their work history and claimed academic qualifications.
8. If the applicant(s) wish(es) to proceed with the verification process, they will confirm this in writing to the Executive Dean, ABS and provide certified copies of their claimed academic qualifications by a Justice of the Peace for verification.

3.3 Verification of academic staff industry experience and claimed academic qualifications

1. The Executive Dean, ABS (or delegate) will determine the acceptability and authenticity of all claimed academic qualifications for provisionally appointed academic staff.
2. Where there are concerns over the acceptability of claimed academic qualifications, or the conferring institution does not appear to be an equivalent AQF recognised education provider in its country of origin, the Academic Manager will consult the Department of Education, Skills and Employment *Country Education Profiles* or contact a state based Overseas Qualification Recognition Unit for verification.
3. Where an applicant supplies qualifications, which do not meet ABS's acceptability requirements for teaching in a particular course, the applicant will be advised of the outcome and formal appointment of the applicant will not proceed.
4. Where there are concerns over the authenticity of claimed academic qualifications (and acceptability has already been confirmed), the Executive Dean, ABS will contact the issuing education institution and request confirmation of conferral of the qualification. The Executive Dean, ABS will

provide a copy of the applicants consent to verify the qualification to the issuing provider.

5. Where an applicant's qualifications relevant to the course being taught are unable to be authenticated, the applicant will be advised of the outcome and formal appointment of the applicant will not proceed.
6. The Executive Dean, ABS will conduct all necessary reference checks to confirm the accuracy and truth of the employment history of the applicant. Where an applicant's claimed employment history does not match the outcome of relevant reference checks, then the applicant will be advised of the outcome and formal appointment of the applicant will not proceed.

3.4 Appointment of Academic staff

1. Upon successful verification of the provisional academic staff members claimed academic qualifications and employment history, the applicant will be issued with a formal Offer of Employment.
2. Once a signed copy of the Offer of Employment is received by the Human Resources team, the academic staff member will be invited to participate in an induction program.

3.5 Academic Staff Induction

1. All new academic staff must complete an induction program within the first two weeks of employment.
2. Pre-commencement induction takes place prior to the new academic staff members first day of work, where the staff member is provided with relevant employment and tax forms along with copies of relevant policies and procedures for pre-reading.
3. Teaching induction commences on the first day of employment and must be completed within the first two weeks of employment.
4. It is a requirement that the following areas are covered as part of the teaching induction for academic staff:
 - a. ABS history, mission, vision and goals;
 - b. The culture and organisational structure at ABS;
 - c. The new academic staff's reporting line, role and responsibilities;
 - d. The probationary criteria and the probation review process;
 - e. Campus tour covering emergency procedures, exits and assembly points and first aid officers' / fire wardens;
 - f. Payroll and leave application process;
 - g. Specific procedures related to the new academic staff members role;

-
- h. Annual performance management procedures;
 - i. ABS staff and student policies and procedures;
 - j. Requirements for engaging in scholarly activity and professional development;
 - k. The approach to workload management, including the academic staff's accessibility to students;
 - l. (if applicable) the requirement to be supervised by a suitably qualified and experienced peer academic staff member where the academic staff member does not fully meet the standards for knowledge, skills and qualification or experience required;
 - m. ABS's Learning and Teaching Plan;
 - n. Brief introduction to the Tertiary Education Quality Standards Agency;
 - o. The Higher Education Standards Framework 2021;
 - p. The Australian Qualification Framework; and
 - q. Information technology resources i.e., how to login and use the staff email, phone, intranet, Student Management System etc.).

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 Policy
- 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/PROCEDURE OWNERSHIP

Policy Owner	Executive Dean
Status	Reviewed 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-P3.0			Update to purpose, scope and responsibilities.

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
			<p>Update of processes by which academic qualifications will be verified.</p> <p>Update to definitions.</p> <p>Inclusion of AQF+1 requirements including equivalency table.</p> <p>Update to references and associated information including State Based Overseas Qualification Recognition Units and Country Education Profiles.</p>
A3.1-P3.1	06 December 2022	Head of Compliance	<p>Update to Responsibilities and Reference to HES Framework.</p> <p>Update to staff titles</p>
A3.2- P3.2	13 March 2023	Head of Compliance	<p>Minor administrative change: update to staff titles.</p>

ATTACHMENT 1 - QUALIFICATION AND DISCIPLINARY EQUIVALENCE REQUIREMENTS FOR ACADEMIC STAFF AND SUPERVISORS OF STAFF WHO DO NOT HOLD AN AQF+1 QUALIFICATION.

ABS AQF Level course to be taught	Minimum qualification and/ or disciplinary experience required to teach and supervise this ABS course
AQF Level 6 <i>Associate Degree & Advanced Diploma</i>	Bachelor's degree in a relevant area (AQF Level 7). No equivalence in qualification or disciplinary expertise is recognised at this level.
AQF Level 7 <i>Bachelor Degree</i>	Bachelor Degree Honours, Graduate Certificate or Graduate Diploma in a relevant area (AQF Level 8) OR Bachelor Degree in a relevant area (AQF Level 7) PLUS EITHER: 5 years current and relevant professional experience in roles which have required advanced knowledge, highly developed skills and independent planning and management of people, processes and/or projects. OR 5 years current experience successfully teaching a course in a related area at Level 7 or above, which has been informed and is evidenced by advanced scholarship in the discipline and teaching and learning practice.
AQF Level 8 <i>Graduate Certificate; Graduate Diploma; Bachelor Degree Honours (coursework units)</i>	Master's Degree (Coursework), (Extended) or (Research) in a relevant area (AQF Level 9) OR Bachelor Degree Honours, Graduate Certificate or Graduate Diploma in a relevant area (AQF Level 8) PLUS EITHER: 5 years of current professional experience in roles which have required specialised knowledge, expertise and independent high-level planning and management of people and/or complex processes/projects. OR

ABS AQF Level course to be taught	Minimum qualification and/ or disciplinary experience required to teach and supervise this ABS course
	5 years current experience successfully teaching a course in a related area at Level 8 or above which has been informed and evidenced by substantial scholarship in the discipline and teaching and learning practice.
AQF Level 9 <i>Master's Degree (Coursework) or (Extended) or coursework components of Master's Degrees (Research)</i>	Doctoral Degree (Research) or (Professional) in a relevant area (AQF Level 10) OR Master's Degree (Coursework), (Extended) or (Research) (AQF Level 9) PLUS EITHER: For coursework components, extensive current experience practising as an expert in the relevant profession. OR For research and research training components, current research experience in a relevant area equivalent to a Doctoral Degree, to be determined by the Executive Dean. Evidence may include publications in peer-reviewed journals, research-related awards or prizes, professional reports, or expert commentary.