

ACADEMIC STAFF RECRUITMENT, SELECTION AND APPOINTMENT POLICY

Category	Policy		
Review	3 years from date of Approval		
Code	AP009		
Contact	policy@imc.edu.au		
Version	Approval Authority	Approval Date	ReviewDate
2024.10	Academic Board	25 October 2024	25 October 2027

1 PURPOSE

Australian National Institute of Management and Commerce (hereafter the Institute or IMC) recognises the essential role that academic staffing plays in achieving its objectives. Accordingly, this policy aims to document the principles that guide academic staff recruitment, selection, and appointment decisions.

This policy should be read in conjunction with related policies and relevant legislation and the Academic Staff Recruitment, Selection and Appointment Procedures. It forms part of the Institute's overall strategic development plan.

2 SCOPE

This policy applies to recruitment, selection and appointment of continuing and fixed-term (Full-Time, Part-Time and Casual) academic positions. There is a separate policy relating to Honorary and Adjunct Academic Staff.

3 DEFINITIONS

Academic Selection Committee means the committee tasked with formally assessing applications for academic positions and making recommendations on appointments to the Council.

Academic Staff means staff appointed by the Institute to positions encompassing operational requirements with core responsibilities that include teaching, scholarship, and engagement.

Boyer Framework means a widely accepted framework¹ that defines scholarship as being comprised of four main categories:

Scholarship of discovery that includes original research that advances knowledge;

¹ The Boyer model of scholarship is referenced by TEQSA as "...a framework for higher education providers to consider scholarship..." TEQSA Guidance Note: Scholarship (12 December 2018) p. 1.

Scholarship of integration that involves synthesis of information across disciplines, topics and/or time;

Scholarship of application that involves engaging and sharing scholarship output with peers both within the Institute and in the wider community; and

Scholarship of teaching and learning that involves the systematic study of teaching and learning processes.

Discrimination means when a person is treated less favourably than others due to the person's circumstances, characteristics or beliefs.

Engagement means internal service (which includes, for example, contribution to working groups and committees, participation in student related activities, student and staff mentoring) and external professional and community engagement (which includes, for example, representing the Institute in relevant professional and academic bodies, provision of expertise to government/industry, engagement with the academic community and engagement with the wider community through media commentary).

Merit means a staff member's knowledge, skills, expertise and experience in relation to requirements for a particular position.

Recruitment means the process of attracting suitable applicants for employment at the Institute.

Research means the creation of new knowledge and the use of existing knowledge in new and creative ways so as to generate new concepts, methodologies and understandings. For the purposes of this policy it is considered to be a key element of scholarship.

Scholarship means activity concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field. This includes advances in disciplinary knowledge through original research. Scholarship is based on the Boyer Framework that includes four main interrelated categories of scholarship. The Institute values all forms of scholarship.

Scholarship of Teaching and Learning means scholarly activity which includes advances in ways of teaching and learning in the field and advances in professional practice. Evidence of the scholarship of teaching and learning includes but is not restricted to; the creation of teaching resources including textbooks and case study books, development of innovative curriculum, presentations at teaching and learning conferences and workshops, and engagement in discipline specific and pedagogical research projects and publications.

Selection means the process of identifying the best and most appropriate candidate for a particular position.

Teaching means a process, requiring mastery of both content and pedagogy, that provides opportunities for students to achieve learning outcomes.

4 PRINCIPLES

4.1 Recruitment, selection and appointment processes will adhere to equal opportunity principles by applying merit-based criteria and ensuring all decision-making is fair and socially inclusive. The Institute will not discriminate, directly or indirectly, on any grounds as specified by anti-discrimination legislation including:

- Age
- Disability

- Marital status
- Political affiliations
- Pregnancy
- Race, ethnicity or national identity
- Religious beliefs
- Sex, gender or transgender status
- Sexual orientation

4.2 Assessment of applicants, including internal applicants, will be assessed against the selection criteria for the particular position. Selections will be on the basis of the applicant's qualifications and/or experience and evidence of achievement in Teaching, Research, Scholarship, and/or Engagement as relevant to the selection criteria for the academic level and the advertised position. Claims of performance and achievement must be supported by evidence and, where possible, externally validated.

4.3 The Institute expects that Scholarship will yield benefits for the Institute. Scholarship will be inclusive of the four categories of scholarship as outlined in the Boyer Framework.

4.4 All potential appointees must meet the selection criteria and demonstrate evidence of achievement in Teaching, Research, Scholarship and Engagement. If they do not, it is preferable to continue to search for suitable applicants rather than appoint at a lower level.

4.5 All staff involved in recruitment, selection and appointment will maintain complete confidentiality at all times. Only the Chair of the Academic Selection Committee will provide either or both written and verbal feedback to applicants concerning decisions of the Committee.

5 RELATED DOCUMENTS

- i. Academic Intellectual Property Policy*
- ii. Academic Staff Promotion Policy*
- iii. Academic Staff Promotion Procedure*
- iv. Academic Staff Appointment and Promotion Guidelines*
- v. Academic Staff Recruitment, Selection and Appointment Procedure*
- vi. Access and Equity Policy*
- vii. Bullying, Harassment and Discrimination Prevention Policy and Procedure*
- viii. Conflict of Interest Policy*
- ix. Privacy Policy*
- x. Research Active Status Determination*
- xi. Staff Code of Conduct*
- xii. Workload Model*

6 VERSION CONTROL

Historical Version	Approved by	Approval Date
2024.10	Academic Board	10 October 2024
2021.09	Academic Board	02 September 2021

The Deputy President (Education) oversees the implementation and compliance of this policy. Please contact the Deputy President's office via - policy@imc.edu.au for any enquiries or clarifications related to this policy.