STAFF RECRUITMENT POLICY AND PROCEDURE

Sydney Institute of Traditional Chinese Medicine

Staff Recruitment Policy and Procedure	
Code: B3.12	Area: Non-Academic B
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Policy Developer/Reviewer: QAM	Review date: 26 Mar 2024

VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	Governing Council	8 Dec 2010	Document creation.
1.1	Board of Directors	2 Dec 2014	Updated section 5.1 and 5.2 academic promotion.
1.2	Board of Directors	20 May 2015	Updated section 2.3 to meet VET provider standards.
2.0	CEO	4 May 2017	Reviewed for alignment to HESF 2015; addition of link to verify overseas qualifications.
2.1	CEO	11 Jul 2017	Added qualification equivalency for Clinic Supervisors; Section 6 on Associated Documents.
3.0	Board of Directors	11 Sep 2019	Comprehensive review and update.
3.1	PRG	12 Jun 2020	Included use of appropriate technologies in academic staff criteria, & understanding of harassment & discrimination to managerial criteria.
3.2	Board of Directors	2 Oct 2020	Added academic staff English requirements & policies to discuss with academic staff at inductions.
3.3	Board of Directors	26 Mar 2021	Added a *Staff Register* for record keeping.
3.4	PRG	24 Oct 2022	No HE teaching staff can teach more than 3 units per teaching delivery period. (update request made by TLC on 10 Aug 22 and reviewed by AB on 1 Sep 22)
3.5	PRG	22 Mar 2023	Added that all job adverts must expressly encourage ATSI Peoples to apply.

PURPOSE AND SCOPE

The aim of this policy is to: • Provide guidance and procedures for the recruitment and induction of staff. • Ensure all new staff members are competent for the functions they perform. This policy applies to all permanent and contract staff at the Sydney Institute of Traditional Chinese Medicine (SITCM).

1 OVERVIEW

SITCM is an equal employment opportunity employer and makes employment decisions based on relevant qualifications, experience and competency without regard to race, colour, religion, sex, sexual orientation, national origin, citizenship, age or disability.

This policy provides a recruitment and induction process to ensure all members of staff are able to perform their roles competently.

This policy is informed by the *Higher Education Standards Framework (Threshold Standards) 2021*, in particular Section 3.2 Staffing, and the *Australian Qualifications Framework*.

2 POLICY

2.1 GENERAL
1) SITCM is committed to fostering diversity and equity in all aspects of its operations, including but not limited to recruitment processes.
2) SITCM does not condone or engage in any form of unlawful discrimination, including but not limited to discrimination based on:
    a. Age.
    b. Race.
    c. Culture.
    d. Religion.
    e. Gender.
    f. Sexual orientation.
    g. Marital status.
    a. Physical and/or intellectual disability.
3) In all recruitment processes, SITCM encourages applications from Australia's Aboriginal and Torres Strait Islander Peoples as part of its commitment to equivalent opportunity (as described in the *Diversity and Equity Policy and Procedure*).

2.2 STANDARD RECRUITMENT

2.2.1 AUTHORITY TO RECRUIT
1) A decision to create a new position within SITCM's organisation structure must be approved by the appropriate governance body as follows:
    a. Executive staff: Board of Directors.
    b. Senior academic position: Academic Board.
    c. Other academic position: Dean.
    d. Operational position: CEO.
2) Evidence of approval to recruit for a new position will be recorded in the minutes of the relevant body.
3) Before candidates are sourced for a position, a set of selection criteria will be developed and specify the required skills, experience and qualifications.
    a. For managerial positions, one selection criterion is the ability to understand and deal with harassment and discrimination issues, as per the *Sexual Harassment and Sexual Assault Policy and Procedure*.

2.2.2 ADVERTISING
1) Vacant positions may be advertised to internal staff for promotion in accordance with the *Career Development Policy and Procedure*.
2) Candidates for a vacant non-senior position may also be found as follows:
    a. By placing an advertisement on external job sites; or
    b. By referral from current SITCM staff.
3) For a vacant senior position, an advertisement must be placed on external job sites.
4) All job advertisements must include:
    a. Selection criteria; and
    b. A statement that encourages applications from Australia's Aboriginal and Torres Strait Islander Peoples.

2.2.3 INTERVIEW

1) All shortlisted applicants will attend at least one interview with a minimum of two (2) SITCM staff members.
    a. Additional staff members or external persons may be invited to be part of the interview panel as required.
2) Where the application is for an academic staff position, a senior academic staff member will be included in the final interview.
3) Where the application is for a senior academic staff member, a member of the Academic Board will be included in the final interview.
4) All interviews for a position will be based on a standardised set of questions.
5) All interviews will include the question of whether the applicant is aware of any potential conflict of interest that their successful appointment could produce, in accordance with the *Conflict of Interest Policy*.
6) When the applicant is applying for a teaching position, the Dean or Course Coordinator must observe a mock class as part of the interview process.

2.2.4 QUALIFICATIONS AND EXPERIENCE FOR ACADEMIC STAFF

1) To be eligible for appointment to a teaching or supervisory role in an SITCM HE course or unit of study, the *Higher Education Standards Framework (Threshold Standards) 2021* requires:[1]
    a. Knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice;
    b. Skills in contemporary teaching, learning and assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular student cohorts; and
    c. Qualifications in a relevant discipline at least one AQF level above the level that they are teaching (as defined on the AQF website), or equivalent relevant academic or professional or practice-based experience and expertise.
        i. Where staff do not hold a qualification one AQF level higher than the level of the course being taught they will be required, as a condition of employment, to enrol in (or already be enrolled in) an appropriate and relevant course.
        ii. These staff will provide documentary evidence of their course progress to the Dean at the commencement of each academic year.
        iii. For more information on academic equivalency, refer to the *Academic Equivalency Policy*.
2) In choosing the most suitable applicant for a SITCM HE teaching position, preference will be given to applicants who have:
    a. A minimum of an AQF level 8 qualification in a related discipline;
    b. An understanding of, and commitment to, scholarship in a teaching-only institution;
    c. Higher education teaching experience;
    d. The ability to use appropriate technologies to support their teaching.
    e. For senior academic staff, higher education leadership experience; and
    f. Active engagement with the professional community in their area of expertise.
3) To be eligible for appointment to an SITCM VET teaching position, academic staff must have:
    a. The same qualification they are teaching or a closely related qualification;

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[1] *Higher Education Standards Framework (Threshold Standards) 2021* Standard 3.2.

b. A Certificate IV in Training and Assessment;
c. Current industry skills in their area of expertise and in vocational training and learning; and
d. VET teaching experience (preferable).

4) Each approved SITCM Clinical Supervisor for TCM studies, either on campus or off campus, must have:
a. A minimum qualification of a bachelor's degree in Chinese herbal medicine and/or acupuncture;
b. At least five years' clinical experience in Chinese herbal medicine and/or acupuncture;
c. Current registration with the Chinese Medicine Board of Australia in all divisions that they supervise; and
d. Current and full membership in one or more of the following Chinese Medicine professional associations:
    i. AACMA.
    ii. CMASA.
    iii. CMIC.
    iv. FCMA.
    v. ANTA.
    vi. ATMS.

2.2.5   VERIFICATIONS

2.2.5.1   VERIFICATION OF QUALIFICATIONS

1) The qualifications claimed by an applicant must be verified for authenticity to determine whether they have been issued by a genuine institution and whether they were issued to the applicant.
2) The qualifications must be presented in the form of the original issued testamurs and transcripts.
3) Originals of qualifications claimed will be sighted and a copy of the document notated as follows: *"Original sighted" < Date><Signed>*.
4) The certified copy of each qualification claimed will be maintained on the staff member's personnel file.
5) Where there is any doubt about the bona fides of a claimed qualification the issuing institution will be contacted for verification.
6) Overseas qualifications can be assessed through the following website: https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

2.2.5.2   VERIFICATION OF EXPERIENCE

1) Reference checks are conducted prior to the appointment of staff.
2) Applicants must list their teaching and/or professional experience on a current résumé as well as details of at least two referees who can verify that experience.
a. At least one must have worked with the applicant in a supervisory capacity within the past five years and be able to comment on the applicant's professional expertise.
3) References from relatives or friends are not acceptable.
4) Information gathered during reference checks is confidential and can only be used for the purpose for which it was collected.

5) Information gathered must be specific and avoid generalisations about the applicant's attendance, honesty or subjective information about the applicant's suitability for the job.
6) Reference checks can be written verification from the referee or may be conducted verbally, in person or via phone.
    a. If a verbal verification, notes will be taken by the interviewer.
    b. Written testimonials and/or notes will be kept with the applicant's/staff member's personnel file.

2.2.5.3   VERIFICATION OF RIGHT TO WORK

1) The *Migration Act 1958* states that it is an offence for anyone to allow a person to work in Australia without the legal right to do so.[2]
2) SITCM must therefore ensure that any applicant offered a position at SITCM has the right to work in Australia.
3) The Department of Home Affairs indicates that any one of the following documents may be considered proof of right to work in Australia:
    a. Full Australian Birth Certificate (if born before 20 August 1986) and a form of photo ID;
    b. Full Australian Birth Certificate (if born on or after 20 August 1986), a form of photo ID and evidence that at least one parent was an Australian citizen or permanent resident at the time of the child's birth;
    c. Australian Citizenship Certificate;
    d. Australian Passport;
    e. New Zealand Passport with valid visa stamp of entry;
    f. Certificate of evidence of resident status; and
    g. Valid Visa with work rights.

2.2.5.4   VERIFICATION OF ENGLISH PROFICIENCY

1) A successful candidate for an SITCM teaching position must be able to demonstrate English language proficiency by providing evidence of one of the following:
    a. Completion of secondary studies taught in English;
    b. Completion of a qualification at bachelor level (AQF level 7 or overseas equivalent) or above taught in English;
    c. Strong evidence of proficient verbal and written English skills through work experience in a professional environment in which the sole language of communication is English, for at least five (5) years immediately before their candidacy for the SITCM teaching position; or
    d. An English language test result within the last two (2) years:
        i. IELTS Academic: 6.5 overall (min. 6.0 in each subtest);
        ii. TOEFL Paper-based Test (PBT): 575 overall (min. 4.5 in TWE);
        iii. TOEFL Internet-based Test (iBT): 90 overall (min. 21 in writing);
        iv. Pearson Test of English (PTE) Academic: 58 overall (min. 50 in all communicative skills);
        v. Cambridge English: Advanced (CAE): 176 overall;
        vi. Cambridge English: Proficiency (CPE): 176 overall; or
        vii. Special Tertiary Admissions Test (STAT) Multiple Choice: 155 in the verbal (critical) reasoning component.
2) In addition to meeting the requirements of 2.1.8(1), the interviewers must be satisfied that the English level of a candidate for an SITCM teaching position is sufficient.

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[2] *Migration Act 1958* (Cth) 245AA.

   a. At least one of the interviewers must be a native English speaker.

2.2.6   APPROVAL OF THE APPOINTMENT
1) At the conclusion of the selection process, the interviewers will recommend an applicant to the appropriate body for approval.
2) The recommendation will be based on merit, with regard to the selection criteria.

2.2.6.1   Academic Staff
1) The Dean will approve the appointment of all HE teaching staff prior to their engagement.
   a. No HE teaching staff member can be engaged to deliver more than three units within one teaching delivery period.
   b. The Dean provides an *HE Teaching Staff Profile* to the Teaching and Learning Committee for review and to the Academic Board for approval prior to the beginning of each new semester.
2) The VET Coordinator will approve the appointment of all VET teaching staff prior to their engagement.
3) Any academic staff member involved in a leadership role (i.e. Dean, Course Coordinator) will be approved by the Academic Board prior to that staff member being engaged.

2.2.6.2   Managerial, Administrative and Support Staff
1) The Board of Directors will approve the appointment of the CEO.
2) The CEO will approve the appointment of senior managers who hold non-academic roles as part of the Executive Management Group.
3) Executive Management Group members will approve the appointment of staff in their area of responsibility. Each member of the Executive Management Group will include as part of their report at each meeting of the Executive Management Group abbreviated CVs for any staff that have been engaged since the last report.

2.2.7   ENGAGEMENT
1) The applicant may be informed of their appointment verbally.
2) The applicant may be informed of their appointment in writing.
3) The applicant will be required to sign a contract to formalise their employment.
   a. At the time the applicant receives the contract to sign, they will also be provided a copy of the *Staff Manual*.

2.3   APPOINTMENT BY NOMINATION
1) In exceptionally urgent situations, a candidate may be appointed to a non-senior position by nomination.
2) Such an appointment circumvents the standard recruitment process.
3) Approval for such a nomination must be provided by:
   b. The Dean, if the position is academic.
   c. The relevant manager, if the position is non-academic.
4) At a minimum, the following must take place before approval is granted:
   a. The candidate's CV is reviewed;
   b. The reviewer is satisfied that the candidate meets the selection criteria for the position; and
   c. The reviewer is satisfied that the candidate has the right to work in Australia.
5) Within six months of an appointment by nomination, the appointee must undertake the standard recruitment process, including a formal interview.

2.4   INDUCTION

1) Each new staff member will have an induction session in their first week of employment.
2) The induction session will be delivered by either the Quality Assurance Manager or the Governance Officer (the Inductor).
3) The induction session will include the following:
    a. The inductee providing photo ID;
    b. The inductor providing, and discussing with the inductee, the following documents:
        i. *Fair Work Information Statement*;
        ii. *Job Description*;
        iii. *Staff Manual* (including responsibilities relating to overseas students);
        iv. *Emergency Procedures for Staff*;
    c. The inductee completing a *Superannuation Standard Choice Form* and *Tax File Number Declaration*;
    d. The inductee receiving a tour of SITCM's physical facilities; and
    e. The inductee receiving a tour of Moodle and being shown where to complete the Consent Quiz.
4) The new staff member must complete the Consent Quiz, which is located on Moodle and relates to the *Sexual Assault and Sexual Harassment Policy and Procedure*, before they can receive their first paycheck.
5) If the new staff member is an academic staff member, the Dean will be responsible for delivering the following additional information during the induction session:
    a. Professional development opportunities and scholarship;
    b. Teaching and learning resources;
    c. Teaching staff tasks and timeframes; and
    d. Relevant academic policies as summarised in the *Key Academic Information for Teaching Staff* document.
6) A *Staff Induction Checklist* is filled out by the Inductor, signed by the Inductor and Inductee, and placed on the staff member's personnel file.
7) Following the induction session, all permanent staff members will be allocated a mentor that can be approached for support at any time during their probation period.

2.4.1   RECORD KEEPING

1) All records including the application, verified qualifications, CV/résumé, reference checks and *Staff Induction Checklist* are maintained on the staff member's personnel file.
2) When a new staff member is employed, they are added to the *Staff Register*.
    a. The *Staff Register* is reviewed at every Executive Management Group meeting.
    b. The academic staff section of the *Staff Register* is maintained by the Dean or their nominated delegate, and includes:
        i. The employee's name.
        ii. The start date of the employee's employment contract.
        iii. The scheduled end date of the employee's employment contract.
        iv. The employee's Employee Classification Level under the *Educational Services (Post Secondary Education) Award 2020*.
        v. The date that reference checks were conducted for the employee (refer to Section 2.1.6 of this policy for details).

vi. The date that the employee completed their induction (refer to Section 2.3 of this policy for details).

vii. The date that the employee completed the Consent Quiz on Moodle (refer to the *Sexual Assault and Sexual Harassment Policy and Procedure* for details).

viii. The date that the employee last updated their CV.

ix. The date of the employee's last performance appraisal (refer to the *Career Development Policy and Procedure* for details).

x. The date of the employee's last professional development plan and summary (refer to the *Professional Development Policy and Procedure* for details).

xi. The date that the employee's teaching last underwent peer review (refer to the *Stakeholder Feedback Policy and Procedure* for details).

xii. The date that the employee last reviewed a peer's teaching (refer to the *Stakeholder Feedback Policy and Procedure* for details).

c. The non-academic section of the *Staff Register* is maintained by the Quality Assurance Manager or their nominated delegate, and includes:

i. The employee's name.

ii. The start date of the employee's employment contract.

iii. The scheduled end date of the employee's employment contract.

iv. The employee's Employee Classification Level under the *Educational Services (Post Secondary Education) Award 2020*.

v. The date that reference checks were conducted for the employee (refer to Section 2.1.6 of this policy for details).

vi. The date that the employee completed their induction (refer to Section 2.3 of this policy for details).

vii. The date that the employee completed the Consent Quiz on Moodle (refer to the *Sexual Assault and Sexual Harassment Policy and Procedure* for details).

viii. The date of the employee's last performance appraisal (refer to the *Career Development Policy and Procedure* for details).

ix. The date of the employee's last professional development plan and summary (refer to the *Professional Development Policy and Procedure* for details).

3 PROCEDURES

3.1 STANDARD RECRUITMENT PROCEDURE

1) The relevant SITCM body approves a position for recruitment.
2) The job description is reviewed and where necessary revised or, in the case of a new position, a new position description developed.
3) The position is advertised (either externally, internally or both as determined by the approving body) advising the necessary skills, experience and qualifications required.
4) After the closing date, all applications are considered, and shortlisted applicants are contacted for an interview.
5) Interview panels consist of at least two (2) staff members from SITCM, including senior academic staff member for an academic position and a member of the Academic Board for a senior academic position.
6) After all interviews are completed, panel members confer and list the applicants in order of preference based on the criteria for the position.

7) The preferred applicants' qualifications are verified by the relevant manager or delegate.
8) At least two reference checks of preferred applicants are conducted by the relevant manager or delegate.
9) Based on the results of the verification of qualifications and reference checks, the panel selects the successful applicant.
10) The successful applicant's appointment are approved by the relevant authority (refer to Section 2.2.6).
11) The successful applicant will be notified and provided both a contract to sign and a copy of the *Staff Manual*.
12) In the first week of employment, an induction will occur and the *Staff Register* will be updated.
13) Unsuccessful applicants are notified within seven (7) days of acceptance of the position by the successful applicant.
    a. If requested, post interview feedback is provided to unsuccessful applicants.
14) The Dean must present the profiles of all HE teaching staff to teach in a teaching delivery period to the Teaching and Learning Committee for review and to the Academic Board for approval prior to the commencement of that delivery period.

4   RELATED POLICY AND OTHER DOCUMENTATION
1) Higher Education Standards Framework (Threshold Standards) 2021.
2) The Australian Qualifications Framework.
3) Diversity and Equity Policy and Procedure
4) Academic Equivalency Policy.
5) Sexual Harassment and Sexual Assault Policy and Procedure.
6) Career Development Policy and Procedure.
7) Conflict of Interest Policy.
8) Migration Act 1958.
9) Staff Manual.
10) Fair Work Information Statement.
11) Emergency Procedures for Staff.
12) Superannuation Standard Choice Form.
13) Tax File Number Declaration.
14) Key Academic Information for Teaching Staff.
15) Staff Induction Checklist.
16) Educational Services (Post Secondary Education) Award 2020.
17) Professional Development Policy and Procedure.
18) Stakeholder Feedback Policy and Procedure.