



University of
South Australia

GUIDELINES FOR THE APPOINTMENT AND CONDITIONS OF EMPLOYMENT OF PROGRAM DIRECTORS



CONTENTS

1	Overview	3
2	Guiding Principles and Approach	3
3	Relevant Terms	3
4	Selection to the Program Director role	4
5	Appointment	4
6	Reappointment	5
7	Program Director Classification and Remuneration	5
8	Performance Management and Development	6
9	Other Conditions and Considerations	5
	9.1 Leave Management	
10	Responsibilities and/or Authorities	6
11	Cross References	6
12	Further Assistance	7

1. OVERVIEW

These guidelines reflect the preferred and accepted practices of the University and provide direction on the appointment, remuneration and general management of academic employees seconded into the position of Program Director.

2. GUIDING PRINCIPLES AND APPROACH

The broad principles and approach embodied within these guidelines are as follows:

The remuneration and conditions associated with the Program Director secondment are designed with the intent of encouraging a wide range of academic staff to seek and accept secondment to the position and also to reward Program Directors for management and academic contribution.

The term for a Program Director secondment is a minimum of 12 months to a maximum of 3 years. The Head of School may determine the appropriate length of service for academic staff to undertake the role taking into consideration the academic programs and the availability of a suitable pool of academic staff to undertake the role. The secondment can be renewed up to an additional 3 years without the need to merit select. Renewal will be at the discretion of the Head of School and subject to:

- Satisfactory performance in the role
- Consideration be given to business needs
- Consideration given to equitable developmental opportunities for other academic staff

Employees, who are not already at a Senior Lecturer classification level within the University, will be seconded into the role and maintain a substantive position.

There will be no salary disadvantage to an internal employee for accepting and undertaking secondment to the position of Program Director.

3. RELEVANT TERMS

Base Salary - refers to the relevant salary under the applicable industrial instrument.

Industrial Instrument – refers to the applicable Collective Agreement, Award, Australian Workplace Agreement, contract of employment or legislation.

Substantive Level – the classification level of the employee previously held and maintained prior to secondment to the Program Director role.

Substantive Salary – the salary of the employee prior to secondment to the Program Director position.

4. SELECTION TO THE PROGRAM DIRECTOR ROLE

Where a vacancy exists for the position of Program Director, the Head of School has two options:

- a) Limit the recruitment process to internal candidates only. This would occur where the Head of School believes that there is a reasonable pool of candidates internally that could fill the position. A modified merit selection process may be undertaken, in which applicants may submit an up to date resume in support of their application, with the selection criteria to be explored during interview and with referees. Where an internal candidate is successful in being selected for the role, a secondment agreement will be required.
- b) Where a Head of School believes that an internal call will not produce an adequate pool of candidates or where an internal call has been unsuccessful in filling a position, the position may be advertised externally in accordance with the University's policy on recruitment and selection.

5. APPOINTMENT

- a) The role of Program Director will be for a minimum term of 12 months and a maximum of 3 years. The Head of School may determine the appropriate length of service for academic staff to undertake the role taking into consideration the academic programs, availability of a suitable pool of academic staff willing to undertake the role and the administrative requirements to support the position. There is an option to renew the position for a period up to 3 years based on:
 - Satisfactory performance in the role
 - Consideration be given to business needs
 - Consideration given to equitable developmental opportunities for other academic staff
- b) Satisfactory performance will be determined by the Head of School and based on assessment of performance within the current performance management framework.
- c) The appointment will be agreed via a secondment agreement for internal academic staff that undertake the role.
- d) Either party may initiate termination of the secondment agreement by giving not less than 3 months' notice in writing.
- e) Where a position for Program Director is advertised externally, the appointment is to a Level C Academic position with the special requirements stating that the successful applicant would be required to undertake the role of Program Director for a period of 3 years (renewable) as a secondment. Selection for the position would be based on the requirements for a Level C Academic position including the specific duties for Program Director. Upon selection, the applicant would be offered a continuing appointment to a Level C Academic position with a secondment agreement to the role of Program Director.

6. REAPPOINTMENT

- a) An Agreement for Secondment to the position of Program Director may be renewed for up to three years without a further selection process.
- b) Renewal will be at the discretion of the Head of School and subject to:
 - Satisfactory performance in the role. The Head of School will determine satisfactory performance and assessment that will include utilising formal performance management tools in accordance with the relevant Performance Management Program of the University.
 - Consideration of business needs
 - Consideration given to equitable developmental opportunities for other academic staff
- c) If a second term is offered to the employee and the employee agrees to a second fixed term of secondment, a letter will be sent to the employee confirming the renewal.
- d) Three months notice in writing must be provided if the first three-year secondment is not to be renewed.
- e) At the end of the second consecutive term as Program Director, the position must be open to selection and a selection and recruitment process will be conducted. The current Program Director will be eligible to apply.

7. PROGRAM DIRECTOR CLASSIFICATION AND REMUNERATION

- a) Total remuneration for the position will be the salary of Academic Level C step 1, or the employee's substantive salary, whichever is the greater. Incremental adjustments will be made automatically by payroll on the anniversary of appointment to the Program Director role.
- b) At the end of a term as Program Director, any academic who has been seconded into the role will revert back to their substantive classification, taking into account the incremental step progression while in the position of Program Director at Level C.

8. PERFORMANCE MANAGEMENT AND DEVELOPMENT

The University's performance management guidelines and approach will provide an overall framework for Program Directors. To add a further dimension to the performance management process and particularly to enhance performance plans to reflect the revised role generic Key Result Areas can be developed in the areas of:

- a) Academic Leadership – with measures/key performance indicators in relation to effective management of programs, promotions of scholarship and excellence in teaching and student centred learning.
- b) Communication and relationships both within and outside the University – with measures/key performance indicators in relation to relationships with key stakeholders, professional associations and accreditation bodies.
- c) A specific KRA on OHS&W and Equity and Diversity – particular clarification will need to be made in relation to the connection with the Heads of School role in this area.

Individual performance and development plans must incorporate unique school dimensions of the role of Program Director and the identification of a personal development plan that is focussed on building and identifying skills development specifically in the following areas:

- Leading the program teams to achieve strategic outcomes
- Understanding contemporary teaching and learning methodologies
- Building and developing strategic relationships.

9. OTHER CONDITIONS AND CONSIDERATIONS

Leave Management

The Program Director remuneration arrangements will continue whilst undertaking any paid leave during the term of the secondment.

10. RESPONSIBILITIES AND/OR AUTHORITIES

Responsibility for the application of these guidelines rests with the relevant Divisional Pro Vice Chancellor.

The Vice Chancellor, on application from the relevant Pro Vice Chancellor, may approve a variance to the remuneration and/or conditions of employment for a Program Director appointment.

11. CROSS REFERENCES

- Recruitment and Selection Policy and Guidelines (Policy No. HR27-0)
- Remuneration and Reward Policy and Associated Guidelines (Policy No. HR28.0)
- Applicable University Industrial Instrument

12. FURTHER ASSISTANCE

Management and staff may seek further advice regarding Program Director remuneration and reward from the Remuneration and Workforce Planning Team in the HR Unit.