

Division of Humanities – Recruitment Procedures

Requests to appoint should be received by the Divisional Office at least six weeks prior to appointment. Requests for Confirmation Path appointments needs to be a year prior.

If you require advice on which type of employment contract is appropriate, please contact Carol Murphy, Divisional Human Resources Manager in advance of submitting any appointment request.

Please allow 3-5 working days for appointment requests received by the Divisional Office to be returned/approved.

Appointment requests should be emailed where possible to avoid delays to:
[*\(humanities@otago.ac.nz\)*](mailto:humanities@otago.ac.nz)

Responses to appointment requests will be via email (to avoid delays).

<p>Permanent Academic Staff Appointments</p> <p>VC & PVC approval on the recommendation of the HOS/Dean</p>	<p><i>Initial approval</i></p> <p>A written case, outlining why the position is required, should be sent to the PVC requesting permission to commence the recruitment process (use memo template).</p> <p>Include the following for approval:</p> <ul style="list-style-type: none"> • a copy of the advertisement text and information statement • list of proposed selection committee members. <p><i>Creating the requisition</i></p> <p>A copy of the PVC approval should be attached when the requisition is generated.</p> <p>Vacancy Management Information for Taleo:</p> <table style="width: 100%; border: none;"> <tr> <td>HOP/Dean</td> <td>Hiring Manager</td> </tr> <tr> <td>Client Services Administrator</td> <td>Recruiter</td> </tr> <tr> <td>Leslie Turner</td> <td>Hiring Manager Assistant</td> </tr> <tr> <td>Kath McGilbert</td> <td>Collaborator & Final Approver</td> </tr> <tr> <td>Selection Committee members</td> <td>Collaborators</td> </tr> </table> <p><i>Approval for the offer</i></p> <p>The HoS/Dean should provide a written case to the PVC in support of the recommendation.</p>	HOP/Dean	Hiring Manager	Client Services Administrator	Recruiter	Leslie Turner	Hiring Manager Assistant	Kath McGilbert	Collaborator & Final Approver	Selection Committee members	Collaborators
HOP/Dean	Hiring Manager										
Client Services Administrator	Recruiter										
Leslie Turner	Hiring Manager Assistant										
Kath McGilbert	Collaborator & Final Approver										
Selection Committee members	Collaborators										
<p>Fixed-Term Academic Staff Appointments</p> <p>PVC approval on the recommendation of the HOS/Dean</p>	<p><i>Initial approval</i></p> <p>A written case, outlining why the position is required, should be sent to the PVC requesting permission to commence the recruitment process. Include the following for approval:</p> <ul style="list-style-type: none"> • a copy of the advertisement text and information statement • list of proposed selection committee members (except for direct-to-offer) • memo (see template) <p><i>Creating the requisition</i></p> <p>A copy of the PVC approval will be returned to the department – this should then be attached to the requisition when it is created.</p> <p>Vacancy Management Information for the Online Recruitment System (Taleo):</p> <table style="width: 100%; border: none;"> <tr> <td>HOP/Dean</td> <td>Hiring Manager</td> </tr> <tr> <td>Client Services Administrator</td> <td>Recruiter</td> </tr> <tr> <td>Leslie Turner</td> <td>Hiring Manager Assistant</td> </tr> <tr> <td>Kath McGilbert</td> <td>Collaborator & Final Approver</td> </tr> <tr> <td>Selection Committee members</td> <td>Collaborators</td> </tr> </table>	HOP/Dean	Hiring Manager	Client Services Administrator	Recruiter	Leslie Turner	Hiring Manager Assistant	Kath McGilbert	Collaborator & Final Approver	Selection Committee members	Collaborators
HOP/Dean	Hiring Manager										
Client Services Administrator	Recruiter										
Leslie Turner	Hiring Manager Assistant										
Kath McGilbert	Collaborator & Final Approver										
Selection Committee members	Collaborators										

	<p><i>Approval for the offer</i></p> <p>When completing the Offer Grid, add Tony Ballantyne as Final Approver following Kath McGilbert .</p>
--	--

<p>Permanent General Staff Appointments (excluding Administration) (including replacement positions) PVC approval on the recommendation of the HOS/Dean</p>	<p><i>Initial approval</i></p> <p>A written case, outlining why the position is required, should be sent to the PVC requesting permission to commence the recruitment process.</p> <p>Include the following for approval:</p> <ul style="list-style-type: none"> • a copy of the advertisement text and job description • list of proposed selection committee members • memo (see template) <p><i>Creating the requisition</i></p> <p>A copy of the PVC approval will be returned to the department – this should then be attached to the requisition when it is created.</p> <p>Vacancy Management Information for the Online Recruitment System (Taleo):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">HOP/Dean</td> <td>Hiring Manager</td> </tr> <tr> <td>Administrator Client Services</td> <td>Recruiter</td> </tr> <tr> <td>Leslie Turner</td> <td>Hiring Manager Assistant</td> </tr> <tr> <td>Kath McGilbert</td> <td>Collaborator & Final Approver</td> </tr> <tr> <td>Selection Committee members</td> <td>Collaborators</td> </tr> </table> <p><i>Approval for the offer</i></p> <p>When completing the Offer Grid, add Tony Ballantyne as Final Approver following Kath McGilbert</p>	HOP/Dean	Hiring Manager	Administrator Client Services	Recruiter	Leslie Turner	Hiring Manager Assistant	Kath McGilbert	Collaborator & Final Approver	Selection Committee members	Collaborators
HOP/Dean	Hiring Manager										
Administrator Client Services	Recruiter										
Leslie Turner	Hiring Manager Assistant										
Kath McGilbert	Collaborator & Final Approver										
Selection Committee members	Collaborators										

<p>Fixed-Term General Staff Appointments (excluding Administration) PVC approval on the recommendation of the HOS/Dean</p>	<p>A written case, outlining why the position is required, should be sent to the PVC requesting permission to commence the recruitment process.</p> <ul style="list-style-type: none"> • a copy of the advertisement text and job description • list of proposed selection committee members (except for direct-to-offer) • memo (see template) <p>Vacancy Management Information for the Online Recruitment System (Taleo):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">HOP/Dean</td> <td>Hiring Manager</td> </tr> <tr> <td>Administrator Client Services</td> <td>Recruiter</td> </tr> <tr> <td>Leslie Turner</td> <td>Hiring Manager Assistant</td> </tr> <tr> <td>Kath McGilbert</td> <td>Collaborator & Final Approver</td> </tr> <tr> <td>Selection Committee members</td> <td>Collaborators</td> </tr> </table>	HOP/Dean	Hiring Manager	Administrator Client Services	Recruiter	Leslie Turner	Hiring Manager Assistant	Kath McGilbert	Collaborator & Final Approver	Selection Committee members	Collaborators
HOP/Dean	Hiring Manager										
Administrator Client Services	Recruiter										
Leslie Turner	Hiring Manager Assistant										
Kath McGilbert	Collaborator & Final Approver										
Selection Committee members	Collaborators										

Research Assistants funded externally or through a UORG require only HoP approval.

<p>Casual contracts, Tutors and Demonstrators</p> <ul style="list-style-type: none"> • On-Scale –HOP/Dean • Off-Scale (Lump Sum) – PVC or Senior Manager Client Services (Kath McGilbert) approval on recommendation of HOP/Dean.
--

Contracts for service – PVC on recommendation by HOP/Dean in consultation with DHRM (Carol Murphy). Refer to Contract for Service Procedure:
<https://www.otago.ac.nz/humanresources/toolkit/contract-for-services/index.html>

For full instructions on how to use the Online Recruitment System, please see the HR web site:
<http://www.otago.ac.nz/humanresources/toolkit/recruiting/online-recruitment-system/index.html>

A process and reference guide for the system can be downloaded at the above web page.

MEMO TEMPLATE (to be completed with every request to appoint)



To Professor Tony Ballantyne
Pro-Vice-Chancellor, Division of Humanities

From

Date

Re (e.g. 2020 Fixed Term Summer School Lecturer appointment request, Programme XXX)

Title:

Reason for appointment:

Date of appointment (and end date if fixed term – if fixed term please provide fixed term reason):

FTE (please provide workings for the calculation of FTE):

Salary level and justification:

Funding for position:

Role reports to:

If Direct-to-offer (DTO), also include:

The reason for not advertising/an explanation of the appointee's suitability

The CV of the appointee