**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)*

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

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### Permanent Academic Staff Appointments

**VC & PVC approval on the recommendation of the HOS/Dean**

#### Initial approval

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). Include the following for approval:

- a copy of the advertisement text and information statement
- list of proposed selection committee members.

#### Creating the requisition

A copy of the PVC approval should be attached when the requisition is generated.

#### Vacancy Management Information for Taleo:

<table>
<thead>
<tr>
<th>HOP/Dean</th>
<th>Hiring Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Services Administrator</td>
<td>Recruiter</td>
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<td>Collaborator &amp; Final Approver</td>
</tr>
<tr>
<td>Selection Committee members</td>
<td>Collaborators</td>
</tr>
</tbody>
</table>

#### Approval for the offer

The HoS/Dean should provide a written case to the PVC in support of the recommendation.

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### Fixed-Term Academic Staff Appointments

**PVC approval on the recommendation of the HOS/Dean**

#### Initial approval

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:

- a copy of the advertisement text and information statement
- list of proposed selection committee members (except for direct-to-offer)
- memo (see template)

#### Creating the requisition

A copy of the PVC approval will be returned to the department – this should then be attached to the requisition when it is created.

#### Vacancy Management Information for the Online Recruitment System (Taleo):

<table>
<thead>
<tr>
<th>HOP/Dean</th>
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### Permanent General Staff Appointments (excluding Administration) (including replacement positions)

PVC approval on the recommendation of the HOS/Dean

<table>
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<tr>
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</table>
| 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:  
  - a copy of the advertisement text and job description  
  - list of proposed selection committee members  
  - memo (see template) | A written case, outlining why the position is required, should be sent to the PVC requesting permission to commence the recruitment process.  
  - a copy of the advertisement text and job description  
  - list of proposed selection committee members (except for direct-to-offer)  
  - memo (see template) |

### Fixed-Term General Staff Appointments (excluding Administration)

PVC approval on the recommendation of the HOS/Dean

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  - list of proposed selection committee members (except for direct-to-offer)  
  - memo (see template) | A written case, outlining why the position is required, should be sent to the PVC requesting permission to commence the recruitment process.  
  - a copy of the advertisement text and job description  
  - list of proposed selection committee members (except for direct-to-offer)  
  - memo (see template) |

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

### Casual contracts, Tutors and Demonstrators

- **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).

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](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