## APPROVAL PATH MATRIX

<table>
<thead>
<tr>
<th>TYPE OF POST</th>
<th>FORM TO COMPLETE</th>
<th>TYPE OF POSITION</th>
<th>APPROVALS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Associate Professors</td>
<td>Protocol Form - Academic</td>
<td>Internally funded new post or refill</td>
<td>✓ ✓ ✓ PVC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externally funded post</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>Research Posts (below RSIV)</td>
<td>Protocol Form - Academic</td>
<td>Internally funded new post, refill or extension of FTC (over 4 weeks)</td>
<td>✓ ✓ ✓ PVC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increase in hours of over 25%</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increase in hours of 25% or less; or extension of FTC (4 weeks or less)</td>
<td>✓ ✓ ×</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any externally funded position or family leave or sick leave cover of &lt; 12 weeks</td>
<td>✓ × ×</td>
</tr>
<tr>
<td>Professional/Administrative and</td>
<td>Protocol Form - Professional</td>
<td>Internally funded new post or extension (over 4 weeks) for internal or external</td>
<td>✓ ✓ ✓ RRP</td>
</tr>
<tr>
<td>Support posts</td>
<td></td>
<td>recruitment</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Increase in hours of over 25%</td>
<td>✓ ✓ ×</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internally funded refill position for internal recruitment</td>
<td>✓ ✓ ×</td>
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<td>Any externally funded position or family leave or sick leave cover of &lt; 12 weeks</td>
<td>✓ × ×</td>
</tr>
<tr>
<td>Temporary Agency Worker/PSC</td>
<td>Worker Request Form</td>
<td>New worker or extension</td>
<td>✓ ✓ ✓ RRP</td>
</tr>
<tr>
<td>Contractor/Freelancer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TSS/Casual workers</td>
<td></td>
<td>Extensions only</td>
<td>✓ ✓ ✓ RRP</td>
</tr>
<tr>
<td>RSIV/ALC6/Statutory Professors</td>
<td>Follow existing SAP process</td>
<td>Internally funded new post or refill</td>
<td>✓ ✓ ✓ SAP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externally funded post</td>
<td>✓ ✓ ✓ Report to Division &amp; SAP</td>
</tr>
</tbody>
</table>

*Panels*<br>Registrar’s Recruitment Panel (RRP)<br>PVC’s Panel (PVC)<br>Senior Appointments Panel (SAP)<br>RSIV/ALC6/Statutory Professors

**Roles**<br>Professional/Admin/Support<br>Associate Professors<br>Research posts (below RSIV)

**Updated:** 15/6/20 - extension limit amended

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## HIGH LEVEL PROCESS SUMMARY

- **SRA01**<br>Department Preparation
  - **SRA01A** Contractor Request Process<br>  - Panel Approval required? Yes
    - **SRA02** Divisional Approval<br>    - Refill/Internal Recruitment? No<br>  - **SRA03** Central Panel Approval<br>  - **SRA04** Reward Team (Grading)
  - **SRA05** Recruitment
1. Create Business Case/ID etc seeking local approval

2. Complete Staff Request on CoreHR & attach form

2a. Extension FTC/Increase FTE – no SR required

2.1 Panel Approval required?

No

Yes

3. Email Protocol Form to Divisional Panel

protocol

SRA02

Divisional Approval process

4. Submit & Approve SR on CoreHR

SRA04

For grading/setup

Protocol Form (Prof or Acad)

Decision point

External funded = > 80%?

Family leave?

Sick cover of < 12 weeks?

SAP ONLY: Report details of Ext funded posts to SAP via Division

Task completed on CoreHR

Task completed off-system

Link to other process

Form required

SRA04

For grading
SRA01A Contractor request process to fit protocol

Division

1. Complete worker request/local form

2. Submit to Dept Mgt for signature

3. Submit to Divisional Panel

4. Notify department of approval

Assuming successful

Worker Request Form

Department

Need for new contractor or extension of current contractor

Worker Request Form

Continue to Follow local process

For PSC Contractors, Soletrading Freelancers and Temporary Agency Workers.
SRA02 Divisional Approval

Updated 15/06/2020

Division

1. Review & assess details of Protocol Form
2. Complete Divisional Protocol Checker

2.1 OK to proceed?

Yes

2.2 Is it a refill for internal recruitment?

No

No

3. Email forms to relevant Central Panel

Divisional Protocol Checker (Prof or Acad)

Protocol Form (Prof or Acad)

2.3 Divisional approval sufficient?

Yes

No

4. Approve (send completed protocol checker) & inform Dept

5. Submit & Approve SR on CoreHR. Attach Protocol Checker.

SRA04 For grading/setup

End

6. Submit & Reject Staff Request on CoreHR (record rejection details)

Panel approval received via Division

Panel rejection received via Division

6a. Extension FTC/ Increase FTE – no action

Department

8. Update record on CoreHR

Existing payroll approval process

Or SAP standard process

notify Dept of rejection & reason

increase in FTE of 25% or less
Extension of FTC (4 weeks or less)

SRA03 Central Panel Approval

SRA01 Request for approval

SRA01A Contractor Request

SRA04
SRA03 Registrars & PVCs Recruitment Panels Review/Meeting Process

Before Meeting

1. Identify requests for approval
2. Review requests & refer to Division if required
3. Respond to query requests

During meeting

4. Draft meeting agenda
5. Agree agenda with Chair
6. Send agenda/requests to Panel

After meeting

List of requests to review

Notify Division to inform Dept (approved or rejected)
*If approval to appoint - update Protocol Checker & return to Dept via Division

1. Have they come to right panel? Missing information?
2. SRA02/02A Divisional Approval given
3. SRA05 Approval to appoint

11. Confirm outcomes to Divisional contact
9. Produce minutes/outcomes
10. Approve minutes/outcomes

Within 2 days of meeting
3 days prior to meeting
5 days before meeting

Panel Secretary
Divisional Registrars (or nominee)
Panel Chair
Panel
SRA04 Grading and CoreHR Setup (as per current process)

1. Receive SR in CoreHR
   - 1.1 Grading Required?
     - Yes
       - 1.2 Grading Approved?
         - Yes: 2. Setup Post & Appointment in CoreHR
         - No: Either resolved and process is continued, or if no resolution SR closed
     - No: 3. Create Vacancy in CoreHR
   - No: 4. Authorise SR in CoreHR

Reward Team (or SAP)

SRA01 Non-protocol posts
SRA02 Approved posts
1. Internal recruitment successful?
   1.1 Internal recruitment successful?
   1.2 Proceed with external recruitment?
   2. Interview internal candidates
   3. Create new SR & link to existing post in CoreHR for external recruitment
   4. Ensure existing approvals attached to SR
   5. Update applicant, vacancy status and close vacancy on COREHR
   6. Update applicant, vacancy status and close vacancy on COREHR
   4.1 Is post a refill?
      Yes
      SRA02 Divisional Approval
      No
      No appointment made
      SRA04 Grading/Setup required?
      No
      Recruitment Complete - END PROCESS
      Yes
      Proceed with external recruitment?
      Yes
      Email Central Panel for approval to appoint
      No
      SRA03 Central Panel Approval
      Existing External Recruitment Process
      No
      1.3 Was position a refill?
      Yes
      No
      1.4 Was successful candidate TSS/College/Agency/Subsid Staff?
      Yes
      No
      SRA04 Grading/Setup required?