

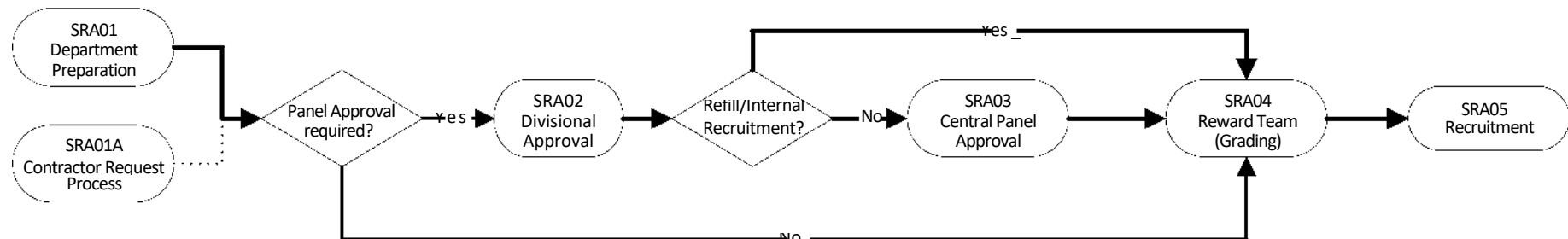
APPROVAL PATH MATRIX

TYPE OF POST	FORM TO COMPLETE	TYPE OF POSITION	APPROVALS REQUIRED		
			Department	Divisional	Central Panel*
Associate Professors	Protocol Form - Academic	Internally funded new post or refill	✓	✓	PVC
		Externally funded post	✓	✓	X
Research Posts (below RSIV)	Protocol Form - Academic	Internally funded new post, refill or extension of FTC (over 4 weeks) Increase in hours of over 25%	✓	✓	PVC
		Increase in hours of 25% or less; or extension of FTC (4 weeks or less)	✓	✓	X
		Any externally funded position; any family leave; any sick leave cover of < 12 weeks	✓	X	X
Professional/Administrative and Support posts	Protocol Form - Professional	Internally funded new post, existing post at higher grade, or extension (over 4 weeks) for internal or external recruitment Increase in hours of over 25%	✓	✓	RRP
		Internally funded refill position for internal recruitment Increase in hours of 25% or less; or extension of FTC (4 weeks or less)	✓	✓	X
		Internally funded refill position for external recruitment	✓	✓	RRP
		Any externally funded position; any family leave; any sick leave cover of < 12 weeks	✓	X	X
Temporary Agency Worker/PSC Contractor/Freelancer	Worker Request Form	New worker or extension (over 4 weeks)	✓	✓	RRP
		Extension (4 weeks or less)	✓	✓	X
TSS/Casual workers		Extensions (over 4 weeks)	✓	✓	RRP
		Extension (4 weeks or less)	✓	✓	X
RSIV/ALC6/Statutory Professors	Follow existing SAP process	Internally funded new post or refill	✓	✓	SAP
		Externally funded post	✓	Report to Division & SAP	

*Panels	Roles
Registrar's Recruitment Panel (RRP)	Professional/Admin/Support
PVC's Panel (PVC)	Associate Professors Research posts (below RSIV)
Senior Appointments Panel (SAP)	RSIV/ALC6/Statutory Professors

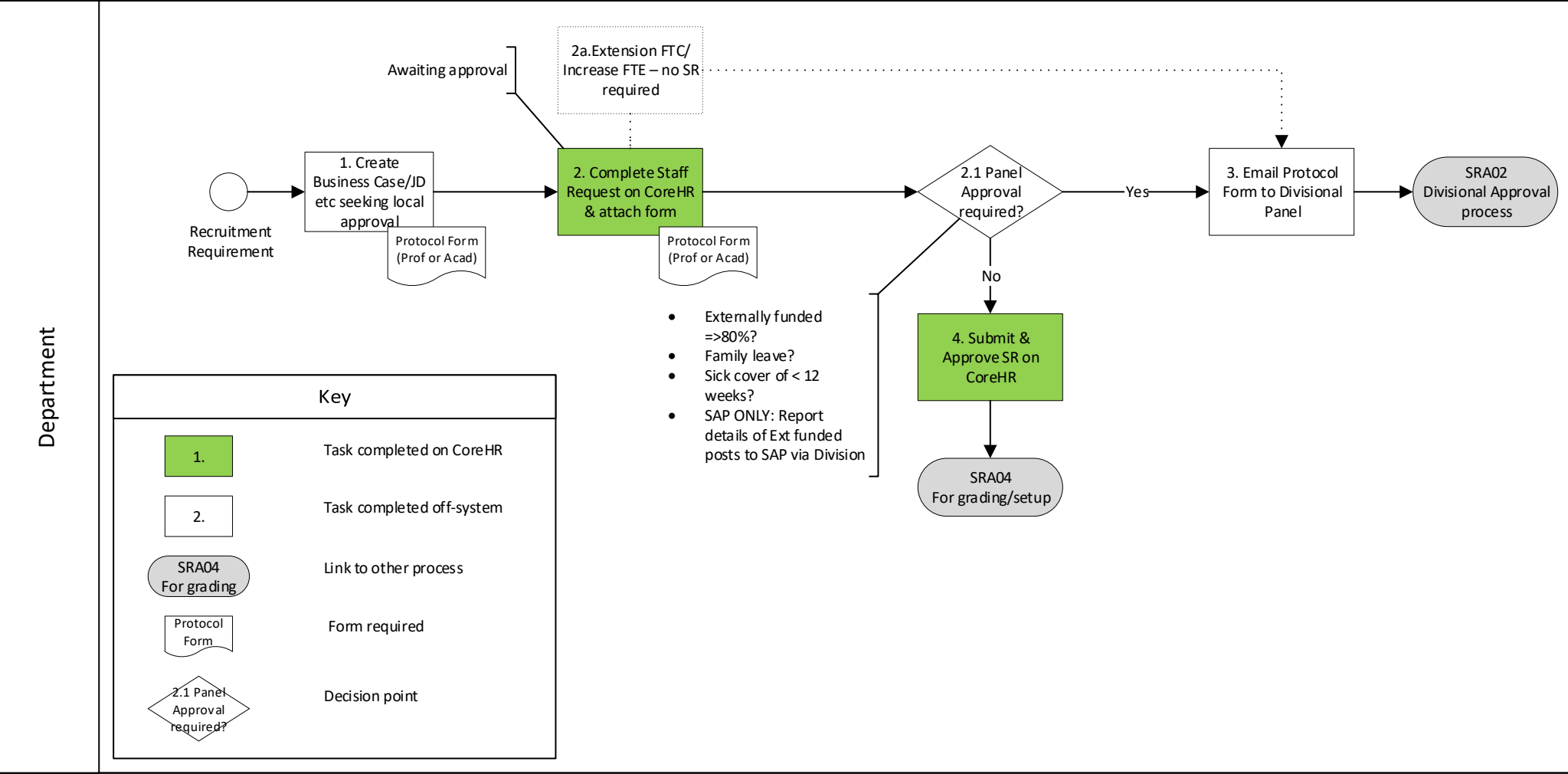
UPDATED: 8/9/20 – clarification of family & sick leave

HIGH LEVEL PROCESS SUMMARY

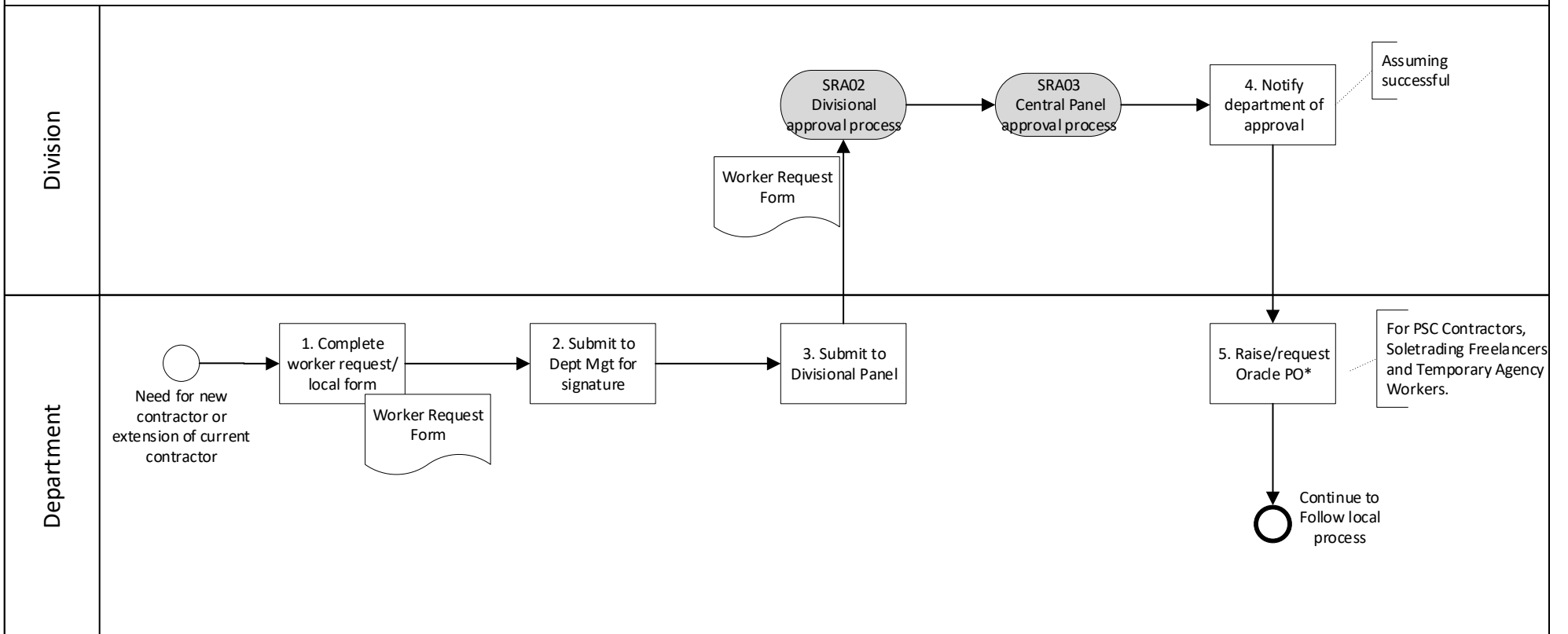


SRA01 Department Preparation

Updated 04/06/2020

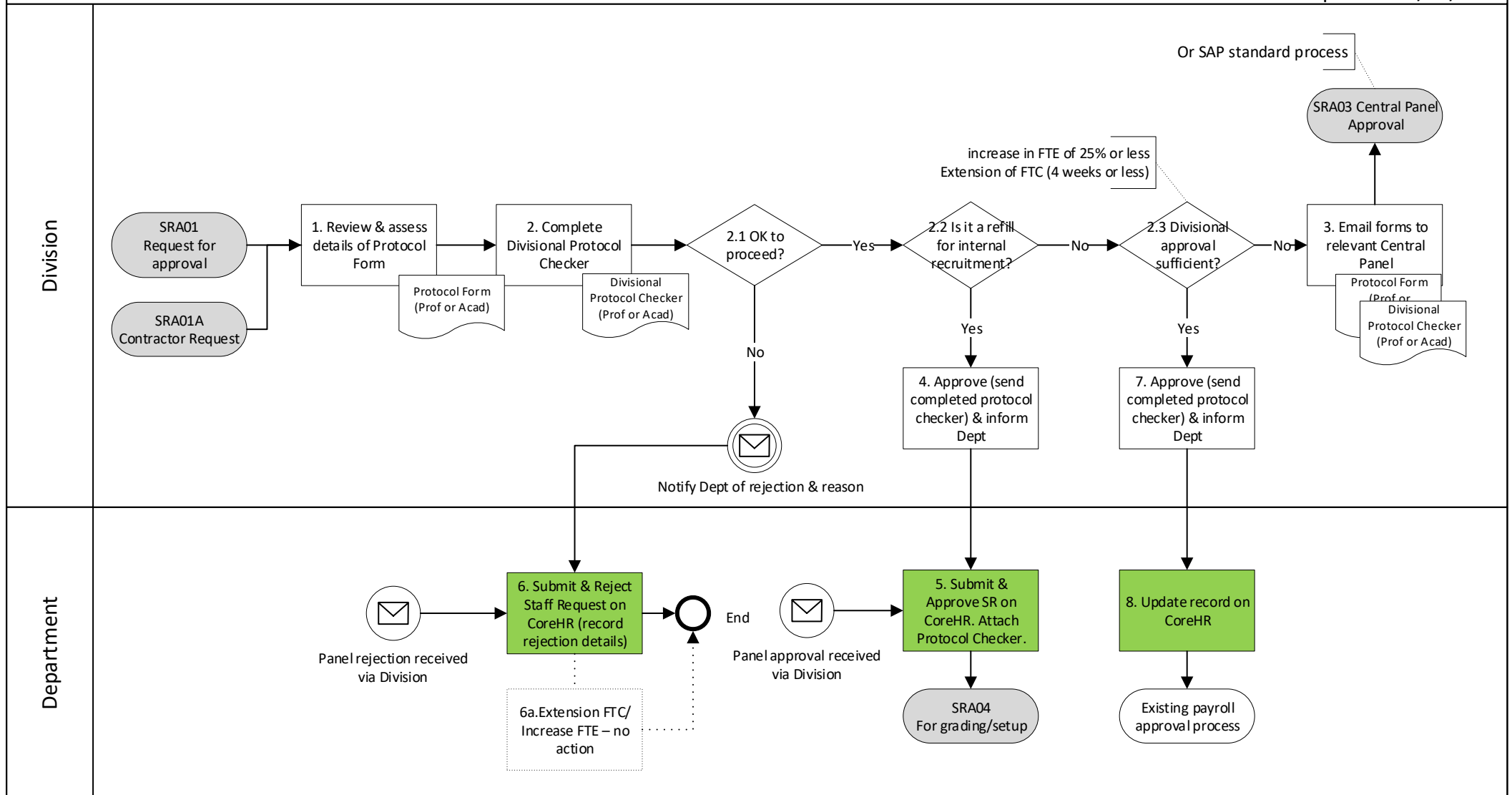


SRA01A Contractor request process to fit protocol



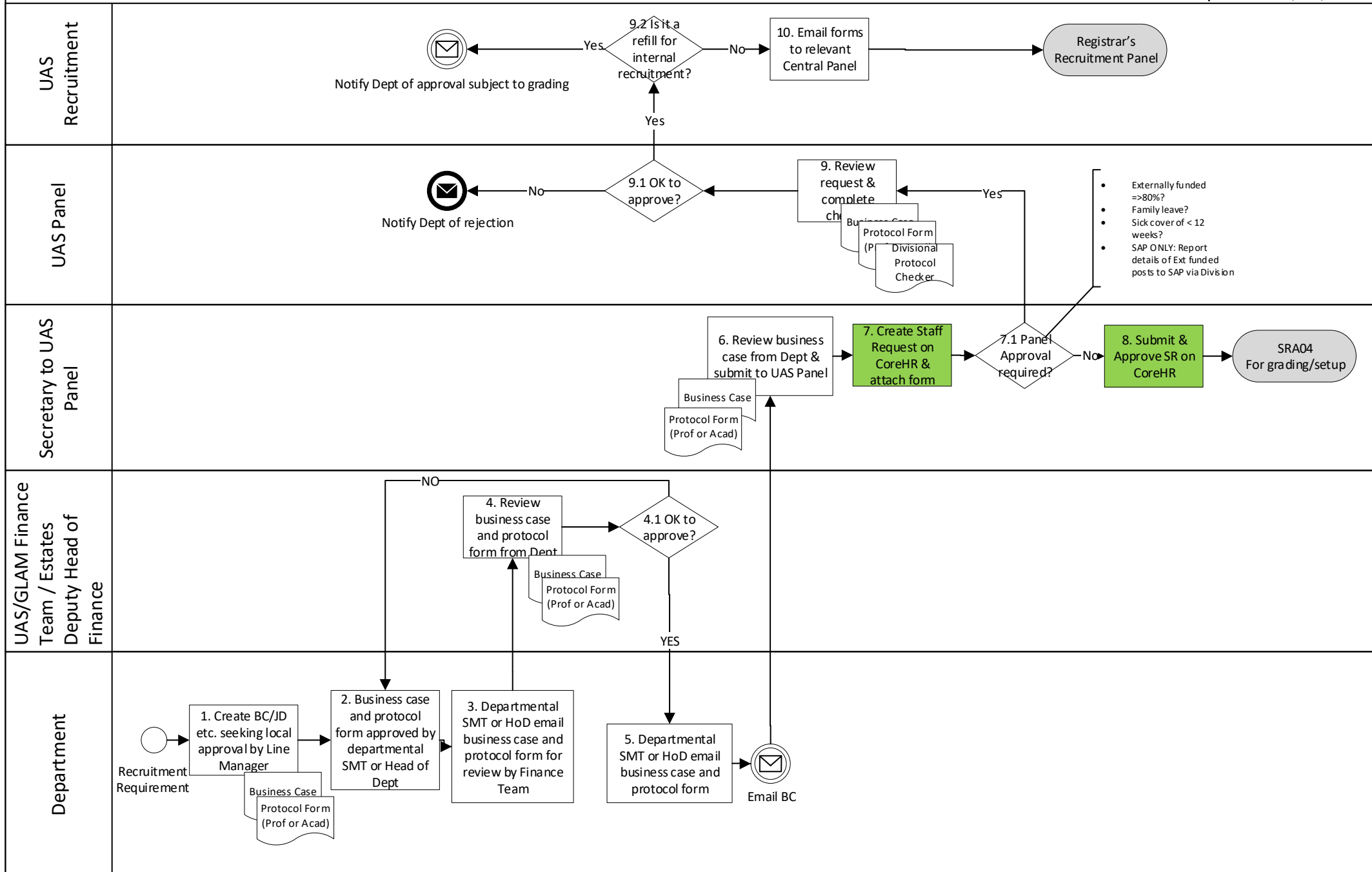
SRA02 Divisional Approval

Updated 15/06/2020

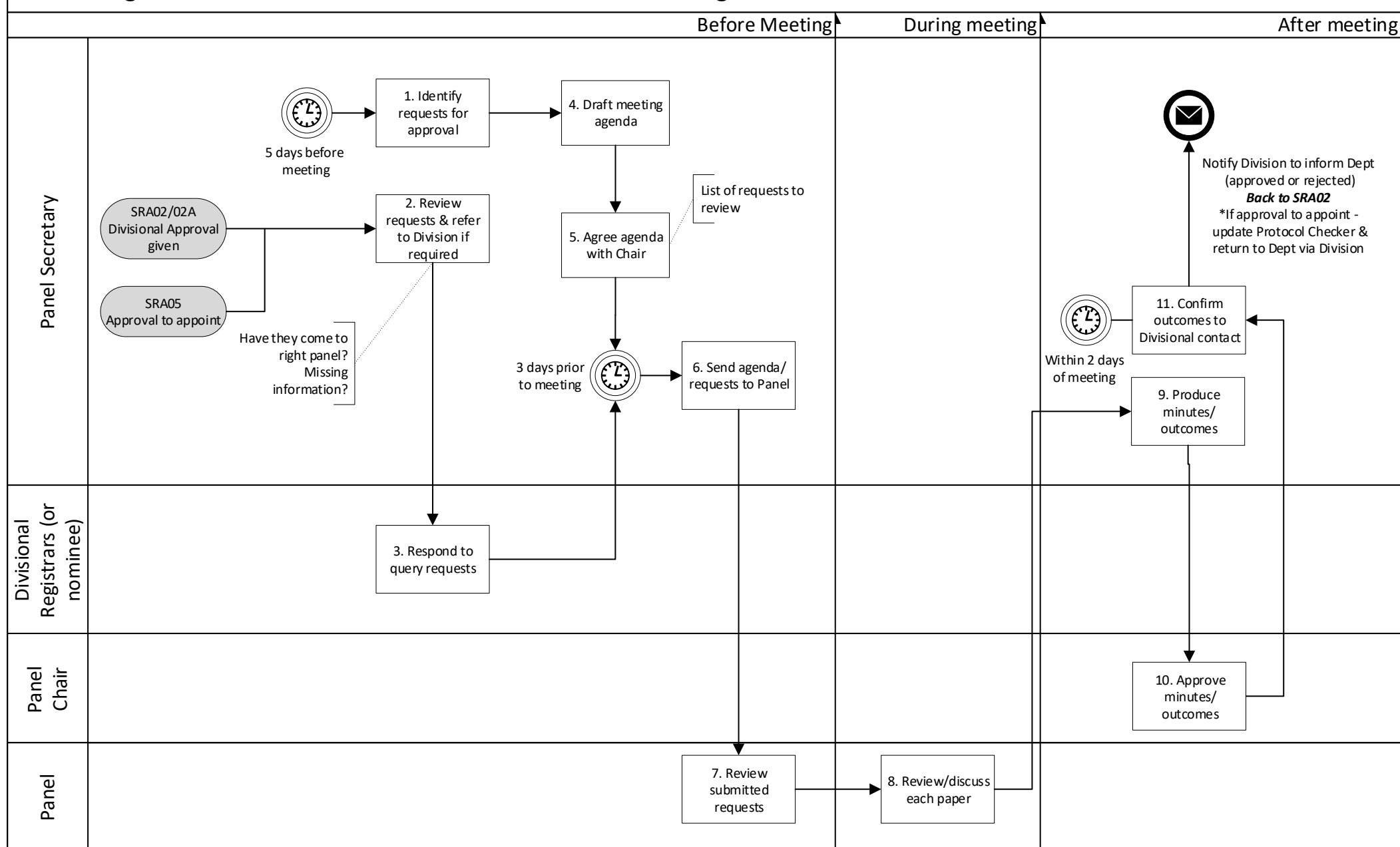


UAS Recruitment Process (replaces SRA01/02)

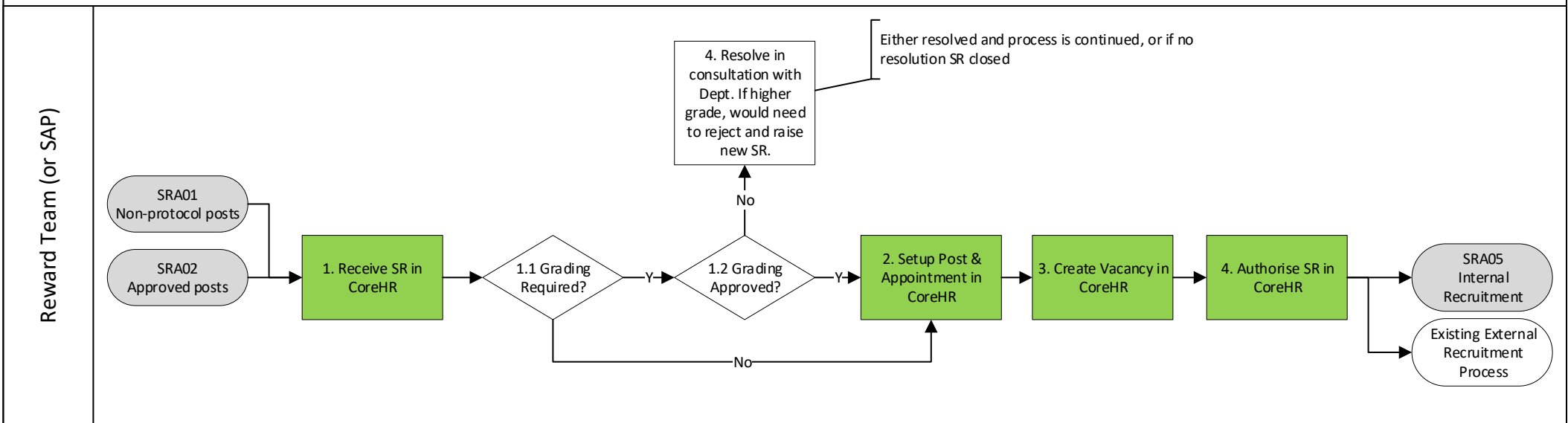
Updated 02/07/2020



SRA03 Registrars & PVCs Recruitment Panels Review/Meeting Process



SRA04 Grading and CoreHR Setup (as per current process)



SRA05 Departmental Recruitment

Updated 03/06/2020

