Participation of Staff in University Employment Related Committees Guidelines

Section 1 - Guideline Statement

(1) This Guideline is intended to support the participation of staff in ACU employment-related committees.

(2) The University facilitates the participation of staff in a number of employment-related committees to support decision-making on workplace relations and People and Capability management issues and policies, and on the achievement of the University's objectives for the benefit of the ACU community through:

a. consultation with staff;
b. staff focus groups and open workplace forums established for this purpose; and
c. staff participation in, or observation of, employment-related committees.

Section 2 - Application

(3) For staff who decide to make themselves available to participate in these committees, a range of factors need to be considered and are broadly outlined below.

Service

(4) Staff who participate in University employment-related committees perform important tasks and provide valuable service to the ACU community. As part of their committee role, they bring their professional knowledge, skills, and experience to support the sound management of the University.

(5) Staff who make themselves available to participate on these committees through the election or nomination process, must make themselves fully available to participate and perform their roles once they accept the responsibility of doing so.

Personal Development

(6) Participation in employment-related committees provides opportunities to learn and develop through contributing to the University. Committee and related work can provide invaluable insights and experience, as well as institutional networking opportunities and national perspectives on complex issues. The experience gained can provide insights into various aspects of University life and operations, and broaden perceptions and understanding.

Integrity of Person and Process

(7) The work of these committees impacts directly on the working life, opportunities and possibly the employment of members of the ACU community. Staff who put themselves forward to participate in such committees must exercise good judgement on behalf of the University and its members.

(8) In performing these important roles, it is incumbent upon staff participating in these committees to:

a. perform their roles professionally and honestly;
b. exercise integrity and, as appropriate, confidentiality at all times;
c. uphold the Mission of the University and abide by the Code of Conduct for Staff;
d. be fair and objective in their considerations, deliberations, judgements and recommendations; and
e. observe and respect privacy and confidentiality in dealing with people, issues and associated documentation and records.

Conflict of Interest

(9) Staff members who are involved in University employment-related committees need to be aware of the importance of avoiding all situations in which a potential, perceived, or actual conflict of interest may arise in relation to the performance of their role.

(10) However, where this is not possible, the staff member will follow the process outlined in the Declaration of Interest Policy - Staff and Affiliates and Declaration of Interest Procedure - Staff and Affiliates.

Equity, Diversity, and Inclusion

(11) The University is committed to supporting equity, diversity, and inclusion in University employment-related committees.

(12) In nominating persons to participate in such processes, the University and Committee Chairs will work to strengthen equity, diversity, and inclusion by encouraging staff from a broad range of representative groups, for e.g., gender, sexuality, sexual orientation, cultural and linguistic diversity, Aboriginal and Torres Strait Islander peoples, and people with disabilities, to nominate, and be considered for election through the ballot process.

(13) In relation to some processes or activity, the university may select participation directly from such groups where the work of the committee or activity requires.

Section 3 - Procedures

Nominations and Elections

(14) Where an election of a staff participant or observer is required for any University employment-related committee, it will be conducted as a secret ballot by the nominated Returning Officer.

(15) In arranging to conduct an election, nominations will be called for in writing from staff who are eligible to nominate. The University will invite participation widely and staff from all campuses and geographic locations will be encouraged to put themselves forward for consideration through the ballot process.

(16) Where the employment-related committee position(s) is/are contested, an online secret ballot will be held.

Committees and Processes

(17) The University's committees fulfil a number of important functions at ACU and are spread across a number of workplace and human resource management related processes that are designed to facilitate:

a. consultation between staff and the University;
b. implementation and interpretation of the ACU Staff Enterprise Agreement 2026-2029;
c. selection of staff;
d. professional staff position classification;

e. academic staff probation review;
f. academic staff promotions;
g. Research Studies Program;
h. appeals;
i. External Panel of Chairs; and
j. Campus work, health, safety and well-being.

(18) Information about the roles and composition of various employment-related committees is provided in the following sections.

Professional Staff Classification Review Panel and the Classification Review Committee

(19) Professional Staff Classification Review Panel members classify professional staff positions from HEW Levels 1 to 10.

(20) Membership:

a. Professional Staff Classification Review Panel
    i. The Professional Staff Classification Review Panel comprises of members of People and Capability and/or professional staff members nominated by the Chief People Officer and ten (10) members nominated by the Unions. All members of the Classification Review Panel will be trained in the classification methodologies, DWM (primary) and Hay (secondary).
    ii. A staff member, Union member, or supervisor can request a review of the classification outcome. A review of the classification outcome will be undertaken by a sub-group of two (2) members of the Classification Review Panel comprised of one (1) professional staff member nominated by the Union and one (1) professional staff member nominated by the Chief People Officer, who will meet on an as-needs basis.
    iii. Decisions of the classification review sub-group are regarded as decisions of the Classification Review Committee.
b. Classification Review Committee
    i. In the event that a consensus outcome cannot be reached by the classification review sub-group using the primary and secondary classification methodologies, the classification review will be referred to the Classification Review Committee which meets up to four (4) times per year.
    ii. The Classification Review Committee will comprise:
        - a senior officer nominated by the Chair, ACU Staff Consultative Committee as Chair;
        - two (2) professional staff members from the Classification Review Panel nominated by the Chief People Officer (or nominee); and
        - two (2) professional staff members from the Classification Review Panel nominated by the unions.
    iii. The database of all position classifications will be updated on a regular basis and will normally be provided to all members of the Classification Review Panel up to four (4) times per year. The Classification Review Committee will undertake appropriate relativity checking in considering classification outcomes.

(21) Term

a. The term of office is the nominal life of the relevant Enterprise Agreement identified at the time of call for nominations. In the absence of any other action, the term will continue until the relevant Enterprise Agreement is replaced.

(22) Quorum

a. Classification Review Committee – three (3) members including the Chair.
b. Professional Staff Classification Review Sub-Group – both members.

Academic Probation Review Committee

(23) There is a separate Probation Review Committee for each Faculty. The Faculty Committees will normally conduct Formal Probation Reviews for non-Faculty academic staff based on relevance of the discipline to the work of the academic staff member under review (e.g. the formal probation reviews of academic staff of the Centre for Education and Innovation will normally be conducted by the Faculty of Education and Arts Probation Review Committee).

(24) Membership

a. There are Probation Review Committees for each Faculty and each committee has the following membership:
    i. the relevant Executive Dean (or equivalent) (or nominee) (Chair);
    ii. two (2) continuing members of academic staff, one (1) from the relevant Faculty (or unit) and one (1) from another Faculty (or unit);
    iii. the nominated supervisor for the academic staff member whose Formal Probation Review is under consideration, as an advisor;
    iv. the Chief People Officer (or nominee) may attend meetings as an advisor and/or observer;
    v. for Research-focussed and Research-only appointments, the Deputy Vice-Chancellor (Research and Enterprise) (or nominee) may also attend meetings as a member; and
    vi. for Teaching-focussed appointments, the Provost (or nominee) may attend meetings as a member.
b. The Committees meet as required and at least on a bi-annual basis, and will consider applications from staff who will be eligible to have their probation assessed in the next projected six (6) month period.
c. The Executive Dean (or equivalent) will be replaced as Chair when the Probation Review Committee is considering the Formal Probation Review in the following circumstances:
    i. where the Executive Dean (or equivalent) is the nominated supervisor of the academic staff member under review; and/or
    ii. where there may be a perception of a potential conflict of interest.
d. The replacement Chair will normally be a Chair of another Probation Review Committee, as nominated by the Provost.

(25) Nomination and Election

a. The following continuing academic staff members of Probation Review Committees will be elected:
    i. each Faculty elects three (3) representatives;
    ii. non-Faculties will elect three (3) representatives.
b. The nominated Returning Officer of each of the Faculties will call for nominations from all academic staff in their respective Faculties and conduct a secret ballot accordingly.
c. The call for nominations and secret ballot for the continuing academic staff from non-Faculties will be conducted by the Returning Officer.
d. The academic staff of each Faculty elects three (3) representatives, each of whom will serve on any of the Faculty Probation Review Committees as required.

(26) Observer

a. The Chief People Officer (or nominee) may observe any aspect of the process.

(27) Term

a. Normally three (3) years and eligible for re-election for further terms.

(28) Quorum

a. Three (3) members, one of whom will be the Chair.

Academic Promotions Committees

(29) The Academic Promotions Committee (Level E) is established by the Provost and Deputy Vice-Chancellor (Academic) and is responsible for assessing applications for promotion to Professor (Level E).

(30) The Academic Promotions Committee (Level B/C) and the Academic Promotions Committee (Level D) are established by the Provost and Deputy Vice-Chancellor (Academic) and are responsible for assessing applications for promotion to Lecturer / Research Fellow (Level B), Senior Lecturer / Senior Research Fellow (Level C) and Associate Professor / Principal Research Fellow (Level D). Each of these committees will consist of four Academic Promotions Faculty Sub-committees to assess applications from the:

a. Faculty of Education and Arts.
b. Faculty of Health Sciences.
c. Faculty of Law and Business.
d. Faculty of Theology and Philosophy.

(31) Membership

a. Membership of the Academic Promotions Committees is outlined in Schedule 1: Academic Promotions Committees.

(32) Nomination and Elections of Faculty / Staff Representatives

a. The University's Returning Officer will call for nominations from all academic staff who are eligible for membership in accordance with the membership described in Schedule 1: Academic Promotions Committees.
b. Please note: Elected staff representatives of the Academic Promotions Committee who apply for promotion will not be eligible to participate in any Academic Promotions Committees in the year of their promotion application. In this case, the alternate elected representative will sit on the relevant Academic Promotions Committee.

(33) Term

a. Normally three (3) years.

(34) Quorum

a. Quorum for each Academic Promotions Committee is described in Schedule 1: Academic Promotions Committees.

(35) Observers

a. An elected staff member from a panel of observers may observe the committee meetings but must not be an applicant.

(36) Nomination and Election of Panel of Academic Promotions Committee Observers

a. The Returning Officer will call for nominations to form a panel of observers and will conduct a secret ballot accordingly. The Returning Officer will call and invite nominations from all eligible academic staff in accordance with the membership as described in Schedule 1: Academic Promotions Committees.

(37) Selection of Observer

a. The relevant Chair, Academic Promotions Committees shall select an elected academic staff member from the respective panels of elected academic staff to observe at the meeting/s of the relevant Academic Promotions Committee.
b. Each of the three elected panel members for each committee is selected to serve as an observer for one (1) year within a three (3) year term of office, but may be required to serve during other periods if another elected observer is unavailable.
c. Observer attendance is recorded in the committee's record of proceedings.

(38) Term of Office for Panel of Observers

a. Normally three (3) years.

Research Study Program Committee

(39) Membership

a. the Deputy Vice-Chancellor (Research and Enterprise) as Chair;
b. Pro Vice-Chancellor (Research); and
c. three (3) senior members of academic staff from different disciplines appointed by the Vice-Chancellor and President.

(40) Nomination and Elections

a. The nominated Returning Officer will invite the Vice-Chancellor and President to nominate members under category (c).

Workloads Advisory Committee (WAC)

(41) The purpose of the WAC is to support the implementation of the Working Arrangements - Academic Staff clause of the ACU Staff Enterprise Agreement 2026-2029 (Clause 5.2.6).

Appeals Committees

(42) An Appeals Committee may be established under the Staff Appeals Policy to review the outcome of certain administrative processes where this is provided for in a policy of the University.

Academic Staff Appeals Committee

(43) Membership:

a. a Chair nominated by the Vice-Chancellor and President;
b. a member of academic staff nominated by the Vice-Chancellor and President; and
c. a full-time academic staff member elected by the University's academic staff.

(44) The Academic Staff Appeals Committee will have an Executive Officer to provide committee-related support.

(45) Nomination and Election

a. The nominated Returning Officer will call for nominations from all academic staff up to and including Professor (Level E), to form a panel who might serve on any Appeals Committee constituted. The Returning Officer will conduct a secret ballot accordingly. The call for nominations will invite nominations from all Faculties and campuses.

(46) Selection of Chair

a. The Chair may be selected by the Vice-Chancellor and President from the External Chair Panel. Alternatively, the University will consult with the Unions and the Vice-Chancellor and President will appoint an appropriately qualified and experienced person to act as Chair.

(47) Selection

a. Where the Academic Staff Appeals Committee is to be convened to review an academic matter, the Vice-Chancellor and President will select one (1) elected academic staff member from the panel established under clause (57).

(48) Quorum

a. The quorum will be all three (3) members of the Academic Staff Appeals Committee.

Professional Staff Appeals Committee

(49) Membership

a. The Professional Staff Appeals Committee will comprise:
    i. a Chair nominated by the Vice-Chancellor and President;
    ii. a member of the professional staff nominated by the Vice-Chancellor and President; and
    iii. a full-time professional staff member elected by the University's professional staff.
b. The Professional Staff Appeals Committee will have an Executive Officer to provide committee-related support.

(50) Nomination and Election

a. The nominated Returning Officer will call for nominations from all professional staff to form a panel who might serve on any Appeals Committee constituted. The Returning Officer will conduct a secret ballot accordingly. The call for nominations will invite nominations from all Faculties and campuses.

(51) Selection of Chair

a. The Chair may be selected by the Vice-Chancellor and President from the External Chairs Panel. Alternatively, the University will consult with the unions and the Vice-Chancellor and President will appoint an appropriately qualified and experienced person to act as Chair.

(52) Selection

a. Where the Professional Staff Appeals Committee is to be convened to review a professional staff matter, the Vice-Chancellor and President will select one (1) elected professional staff member from the panel established under clause (49).

(53) Quorum

a. The quorum will be all three (3) members of the Professional Staff Appeals Committee.

Term (Academic Staff and Professional Staff)

(54) normally three (3) years.

Observer

(55) The Chief People Officer (or nominee) will have access to meetings of the Appeals Committee as an observer.

Campus Work Health and Safety Committees

(56) Each campus is required to have a Campus Work Health and Safety Committee. Please refer to the WHS Committee Procedure.

Section 4 - Approvals

(57) All decisions in relation to the application of this Guideline must be in accordance with the Delegations of Authority Policy and Register.

Section 5 - Revisions made to this Guideline

(58) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
18 October 2016	Major	These Guidelines are aligned with the ACU Staff Enterprise Agreement 2017-2021 and have been updated to reflect arrangements for Probation Review Committee and Work Health and Safety Management Committee. Some editorial changes have also been made.
30 March 2021	Major	General update of employment related committee information in line with the ACU Staff Enterprise Agreement 2017-2021. Updates to the memberships and nomenclature of the Academic Promotions Committee.
31 May 2023	Minor	Updated the memberships of the Academic Promotions Committee following the outcome of the academic promotions review. Updated to align with provisions of the ACU Staff Enterprise Agreement 2022 - 2025 and to remove information duplicated from the agreement. Changes in nomenclature for Directorates.
March 2024	Minor	Updated the Academic Promotions Committee arrangements following post-implementation review and feedback.

(59) The University may make changes to this Guideline from time to time to improve its effectiveness. In this regard, any staff member who wishes to make any comments about this Guideline may forward their suggestions to People and Capability.

(60) Unless otherwise indicated, this Guideline will still apply beyond the review date.

Section 6 - Further Assistance

(61) Any staff member who requires assistance in understanding this Guideline should first consult their supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.

Section 7 - Associated Information

(62) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	2nd February 2024
Review Date	31st May 2026
Approval Authority	Vice-Chancellor and President
Approval Date	2nd February 2024
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability