

Delegation Schedule B - Human Resources Delegations

Function	Holders and Limits	Document Reference and Guidance	
Industrial Instruments			
B1	Authority to approve official remuneration scales and ranges for all levels, and standard conditions of employment (including authorising and signing Enterprise Agreements) other than Vice Chancellor and Chief Executive Officer.	Vice-Chancellor and Chief Executive Officer	
B2	Authority to act as returning officer for industrial agreements.	Senior Manager Workplace Relations	
Remuneration			
B3	Determine remuneration for Vice Chancellor and Chief Executive Officer.	Council	
B4	Authority to approve remuneration for appointments above normal academic staff levels.	Market Loading Panel	Market Loading Allowance Policy Market Loading Allowance Procedures
B5	Authority to approve remuneration for appointments above normal professional staff levels.	Market Loading Panel	Market Loading Allowance Policy Market Loading Allowance Procedures
B6	Authority to approve remuneration to be offered on appointment where the commencing salary point is higher than the minimum salary for the classification.	Deputy Director Human Resource Services	
B7	Authority to approve Higher Duties Allowance.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	
B8	Authority to approve course coordination allowances.	Head of School	
Recruitment and Appointment			
B9	Authority to approve establishment of a position and recruitment in accordance with the appropriate industrial instrument and/or University policies for academic staff positions below Senior Executive level.	Vice-Chancellor and Chief Executive Officer Provost and Deputy Vice-Chancellor Deputy Vice-Chancellor Research Pro Vice-Chancellor (Academic Innovation) Pro Vice-Chancellor (External Relations)	

B10	Authority to approve establishment of a position and recruitment in accordance with the appropriate industrial instrument and/or University policies for professional staff positions below Senior Executive level.	Vice-Chancellor and Chief Executive Officer Band 2 Band 3	
B11	Authority to establish and approve recruitment for all staff positions at Senior Executive level except for Vice-Chancellor and Chief Executive Officer.	Vice-Chancellor and Chief Executive Officer	
B12	Authority to establish a non-advertised academic staff fixed term appointment for up to one year duration.	Vice-Chancellor and Chief Executive Officer Provost and Deputy Vice-Chancellor Deputy Vice-Chancellor Research Pro Vice-Chancellor (Academic Innovation) Pro Vice-Chancellor (External Relations) Dean Faculty of Humanities, Arts, Social Sciences and Education Dean Faculty of Medicine and Health Dean Faculty of Science, Agriculture, Business and Law	
B13	Authority to establish a non-advertised professional staff fixed term appointment for up to one year duration.	Head of Cost Centre Band 1 Band 2 Band 3 Band 3 Band 5	
B14	Authority to establish a non-advertised academic or professional staff fixed term appointment for periods exceeding twelve months.	Vice-Chancellor and Chief Executive Officer	
B15	Authority to approve the appointment of a new casual employee.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	
B16	Authority to approve creation and naming of a privately funded academic position.	Vice-Chancellor and Chief Executive Officer	

B17	Authority to approve the recommendations of a selection panel for academic staff positions.	Manager Recruitment	
B18	Authority to approve the recommendations of a selection panel for professional staff positions.	Manager Recruitment	
B19	Authority to approve and sign offers of employment for written offers in accordance with appointment approvals - excluding academic appointments at Level D and Level E.	Director Human Resource Services	
B20	Authority to approve and sign offers of employment for written offers in accordance with appointment approvals for academic appointments at Level D and Level E.	Vice-Chancellor and Chief Executive Officer	
Employment Conditions and Variations			
B21	Authority to approve applications for conversion from casual to fixed-term or fixed-term to continuing employment for eligible professional staff.	Director Human Resource Services	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement and/or policies.
B22	Authority to approve applications for conversion from fixed-term to continuing employment for eligible academic staff.	Vice-Chancellor and Chief Executive Officer Provost and Deputy Vice-Chancellor Deputy Vice-Chancellor Research Pro Vice-Chancellor (Academic Innovation) Pro Vice-Chancellor (External Relations) Dean Faculty of Humanities, Arts, Social Sciences and Education Dean Faculty of Medicine and Health Dean Faculty of Science, Agriculture, Business and Law	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement and/or policies.
B23	Authority to vary full time or part time appointment fractions on a temporary or continuing basis.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	

B24	Authority to approve transfer, secondment or redeployment of academic and/or professional staff within the University.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
B25	Authority to approve casual employee time sheets.	Supervisor	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
B26	Authority to approve overtime/time off in lieu.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
Employment Strategy			
B27	Authority to approve the targeting of positions in accordance with the University's Indigenous Employment Strategy.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	
Acting Appointments			
B28	Authority to approve acting appointments for Head of Cost Centre.	Vice-Chancellor and Chief Executive Officer Band 2	
B29	Authority to approve acting appointments for positions below the level of Head of Cost Centre for periods up to twelve months continuous service in a relieving position.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	
B30	Authority to approve acting appointments for positions below the level of Head of Cost Centre for periods exceeding twelve months continuous service in a relieving position.	Vice-Chancellor and Chief Executive Officer Band 2 Band 3	

B31	Authority to approve acting appointments for Senior Executive.	Vice-Chancellor and Chief Executive Officer	
B32	Approve acting appointments for the Vice Chancellor and Chief Executive Officer.	Vice-Chancellor and Chief Executive Officer - Not exceeding one month Council - >one month	Appointment of Acting Vice-Chancellor Rule Administrative Notes For acting appointments not exceeding one month Council and the University Secretary must be notified and the appointment must be a member of the Senior Executive.
Disciplinary Action			
B33	Authority to approve disciplinary action for misconduct/serious misconduct.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
Dispute and Grievance Resolution			
B34	Authority to resolve employment and human resource disputes and grievances.	Vice-Chancellor and Chief Executive Officer Band 2 Band 3 Band 4 Band 5	Prevention of Harassment, Bullying and Discrimination Policy Prevention of Harassment, Bullying and Discrimination Procedure Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement, Prevention of Harassment, Bullying and Discrimination Policy and Procedures.
First Aid Officers			
B35	Authority to appoint First Aid Officers and approve payment of a first aid allowance in accordance with the relevant Enterprise Agreement.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	
Honorary Appointments and Awards			

B36	Approve appointment as Emeritus Professor.	Council	<p>Honorary Titles and Awards Procedure Honorary Titles and Awards Rule</p> <p>Administrative Notes Nominations must be supported by the Vice-Chancellor and Chief Executive Officer and recommended to UNE Council via the University's Honorary Degrees, Titles and Awards Committee. The title is conferred on the date it is approved by UNE Council, or on the date of the Professor's retirement, whichever is later.</p>
B37	Approve appointment of Distinguished Professor.	Council	<p>Honorary Titles and Awards Procedure Honorary Titles and Awards Rule</p> <p>Administrative Notes Nominations must be supported by the Vice-Chancellor and Chief Executive Officer and either the Provost and Deputy Vice-Chancellor (teaching titles) or the Deputy Vice-Chancellor (research titles) and recommended to UNE Council via the University's Honorary Degrees, Titles and Awards Committee. The title is effective from the date it is approved by UNE Council and is typically conferred for a period of up to four years, subject to the titleholder continuing to hold an appointment at the University.</p>
B38	Approve award of Honorary Doctorate i.e. Doctor of Letters (honoris causa) (Hon.DLitt) or Doctor of Science (honoris causa)(Hon.DSc).	Council	<p>Honorary Titles and Awards Rule</p> <p>Administrative Notes Nominations must be supported by the Vice Chancellor and Chief Executive Officer and recommended to UNE Council via the University's Honorary Degrees, Titles and Awards Committee. Honorary Doctorates are conferred at the appropriate graduation ceremony after approval by the UNE Council.</p>

B39	Approve award of Distinguished Fellow including Fellow of the University of New England and Distinguished Graduate Fellow of the University of New England.	Council	Honorary Titles and Awards Rule Administrative Notes Nominations must be supported by the Vice Chancellor and Chief Executive Officer and recommended to UNE Council via the University's Honorary Degrees, Titles and Awards Committee. A Distinguished Fellow award is conferred at the next graduation ceremony after approval by the UNE Council.
B40	Authority to rescind an Emeritus Professor or Distinguished Professor title.	Honorary Degrees Titles and Tributes Committee	Honorary Titles and Awards Rule
B41	Approve recipient of Distinguished Service Medal.	Council	Honorary Titles and Awards Procedure Honorary Titles and Awards Rule Administrative Notes Nominations must be endorsed by the Vice-Chancellor's Advisory Committee and recommended by the Vice-Chancellor and Chief Executive Officer to the UNE Council via the University's Honorary Degrees, Titles and Awards Committee. The Distinguished Service Medal is conferred at the next graduation ceremony after approval by the UNE Council.
B42	Authority to approve or revoke Honorary Adjunct (Levels A-C) and Honorary Associate Appointments.	Dean Faculty of Humanities, Arts, Social Sciences and Education Dean Faculty of Medicine and Health Dean Faculty of Science, Agriculture, Business and Law	Honorary Titles and Awards Procedure Honorary Titles and Awards Rule Administrative Notes All proposals must be recommended by the relevant Head of School. Proposals may be requested with immediate appointment or from a specified date no later than twelve months following the application. Either party may terminate an appointment by providing the other party with two weeks written notice.

B43	Authority to approve or revoke Honorary Adjunct Appointments (Levels D-E).	Provost and Deputy Vice-Chancellor	Honorary Titles and Awards Procedure Honorary Titles and Awards Rule Administrative Notes All nominations must be recommended by the relevant Dean of Faculty. Proposals may be requested with immediate appointment or from a specified date no later than twelve months following the application. Either party may terminate an appointment by providing the other party with two weeks written notice.
B44	Authority to approve or revoke Clinical Titles (Academic Levels D-E).	Provost and Deputy Vice-Chancellor	Honorary Titles and Awards Procedure Honorary Titles and Awards Rule
B45	Authority to approve Visiting Appointments.	Head of School	Honorary Appointments Procedures
B46	Notify (in writing) Honorary Adjunct, Honorary Associates, Visiting and Clinical appointees of their appointment.	Director Human Resource Services	Honorary Titles and Awards Procedure Honorary Titles and Awards Rule
B47	Approve Vice-Chancellor and Chief Executive Officer's Award for Service (Professional Staff) or Vice-Chancellor and Chief Executive Officer's Award for Excellence in Teaching (Academic Staff) or Vice-Chancellor and Chief Executive Officer's Award for Research Achievement (Academic Staff).	Vice-Chancellor and Chief Executive Officer	Honorary Titles and Awards Procedure Honorary Titles and Awards Rule
Leave Management			
B48	Approve academic and/or professional staff leave.	Supervisor	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
B49	Authority to approve leave without pay applications up to and including twelve months.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	
B50	Authority to approve leave without pay applications in excess of twelve months.	Vice-Chancellor and Chief Executive Officer	

B51	Authority to approve application for Special Studies Program.	Provost and Deputy Vice-Chancellor	Special Studies Program Policy Special Studies Program Procedures
Probation, Confirmation and Progression			
B52	Authority to waive the Mandatory Probation Period (12 months) for applicable academic positions and the Confirmation Period of up to two years for continuing academic positions.	Vice-Chancellor and Chief Executive Officer Provost and Deputy Vice-Chancellor Deputy Vice-Chancellor Research Pro Vice-Chancellor (Academic Innovation) Dean Faculty of Humanities, Arts, Social Sciences and Education Dean Faculty of Medicine and Health Dean Faculty of Science, Agriculture, Business and Law	Academic Staff Probation and Confirmation Policy Academic Staff Probation and Confirmation Procedures
B53	Authority to extend the Mandatory Probation Period for applicable academic appointments.	Supervisor	Academic Staff Probation and Confirmation Policy Academic Staff Probation and Confirmation Procedures Administrative Notes Where the Supervisor is Head of the Cost Centre the decision is made by the relevant member of the Senior Executive.
B54	Authority to terminate the probationary appointment for applicable academic appointments.	Vice-Chancellor and Chief Executive Officer Provost and Deputy Vice-Chancellor Deputy Vice-Chancellor Research Pro Vice-Chancellor (Academic Innovation) Dean Faculty of Humanities, Arts, Social Sciences and Education Dean Faculty of Medicine and Health Dean Faculty of Science, Agriculture, Business and Law	Academic Staff Probation and Confirmation Policy Academic Staff Probation and Confirmation Procedures Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement. Where the Supervisor is Head of the Cost Centre the decision is made by the relevant member of the Senior Executive.

B55	Authority to approve progression from Mandatory Probation Period to Confirmation Period for applicable academic appointments.	Supervisor	Academic Staff Probation and Confirmation Policy Academic Staff Probation and Confirmation Procedures Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement. Where the Supervisor is Head of the Cost Centre the decision is made by the relevant member of the Senior Executive.
B56	Authority to approve accelerated progression (through more than one salary increment).	Director Human Resource Services	
B57	Authority to award or withhold incremental progression within the salary range.	Supervisor	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
Promotions (Academic)			
B58	Consider applications for academic promotion and make recommendations to the Vice-Chancellor and Chief Executive Officer.	Academic Promotions Committee	Academic Promotion Procedures Academic Promotion Rule Administrative Notes Delegation must be exercised in accordance with the Academic Promotions Policy and Procedures.
B59	Consider and make recommendations to the Vice-Chancellor and Chief Executive Officer on appeals against Academic Promotions Committee decisions.	Promotion Appeals Committee	Academic Promotion Appeals Procedure Administrative Notes Delegation must be exercised in accordance with the Academic Promotion Appeals Procedure and the relevant Enterprise Agreement.
B60	Consider an academic promotion application when an appeal against an Academic Promotion Committee decision has been upheld by the Vice-Chancellor and Chief Executive Officer.	Promotion Reassessment Committee	Academic Promotion Appeals Procedure Administrative Notes Delegation must be exercised in accordance with the Academic Promotion Appeals Procedure and the relevant Enterprise Agreement.

B61	Authority to approve recommendations from Academic Promotions Committee and Promotion Reassessment Committee.	Vice-Chancellor and Chief Executive Officer	Academic Promotion Appeals Procedure Academic Promotion Procedures
Reclassification (Professional Staff)			
B62	Authority to approve the reclassification of new and existing professional staff.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
B63	Authority to consider an appeal against a reclassification decision for professional staff.	Appeals Classification Committee	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
Specific Academic Appointments			
B64	Authority to appoint Directors of Research Centres or Institutes.	Vice-Chancellor and Chief Executive Officer	
B65	Authority to appoint Course Coordinator.	Head of School Band 9	
B66	Authority to appoint Unit Coordinator.	Head of School Band 9	
Termination of Employment			
B67	Authority to accept or withdraw resignation or retirement from employee.	Supervisor	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
B68	Authority to approve voluntary separation or redundancy of an employee.	Vice-Chancellor and Chief Executive Officer	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
B69	Authority to terminate employment for unsatisfactory performance or abandonment of employment.	Vice-Chancellor and Chief Executive Officer	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.
B70	Authority to terminate employment for serious misconduct.	Vice-Chancellor and Chief Executive Officer	Administrative Notes Delegation must be exercised in accordance with the relevant Enterprise Agreement.

B71	Provide formal letters confirming termination of employment.	Vice-Chancellor and Chief Executive Officer	
Travel			
B72	Authority to approve domestic travel.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	Travel Procedures Administrative Notes Domestic travel is approved by the Dean (or delegate) Director, Senior Executive or nominated deputy approver and is subject to budget affordability and grant conditions (where applicable) within financial delegation.
B73	Authority to approve international travel.	Vice-Chancellor and Chief Executive Officer Band 2 Band 3 Band 4 Band 5	Travel Procedures Administrative Notes International travel is approved by the Dean or Director and the relevant Senior Executive (or nominated deputy approver) and is subject to budget affordability and grant conditions (where applicable) within financial delegation.
B74	Authority to approve executive management travel.	Vice-Chancellor and Chief Executive Officer	Travel Procedures
B75	Authority to approve Vice-Chancellor and Chief Executive Officer travel.	Chief Financial Officer	Travel Procedures
Workload			
B76	Authority to allocate individual workloads for academic staff in accordance with University policy.	Head of School Band 9	
B77	Authority to reassign duties at the same classification level within work unit.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	