

Recruitment, Selection and Appointment Policy



1 Purpose

To outline the principles that govern recruitment, selection, and appointment practices to ensure the University attracts a diverse community of high achieving people who uphold and support the University's values and strategic objectives.

2 Scope

This Policy applies to the recruitment, selection, and appointment of all paid Employees engaged in casual, fixed-term, contingent-funded, and continuing positions, and the awarding of visiting academic, adjunct, and honorary Titles.

3 Policy Statement

The University is committed to building organisational capability and excellence through the recruitment, selection, and appointment of Employees, and the awarding of Titles. Recruitment activities that result in the need to make appointment Decisions are made on the basis of merit, informed by the principles of equity, diversity, fairness, and transparency.

4 Principles

The University aims to ensure that the recruitment, selection, and appointment of Employees:

- follows workforce planning to ensure the University has the appropriate Employees and capabilities to achieve service delivery goals;
- contributes to the alignment of the workforce profile with the strategic directions and values of the University;
- complies with the provisions of the Enterprise Agreement;
- is in compliance with Australian national security laws and mitigates risks of Foreign Interference (refer to the National Security Policy);
- is undertaken in accordance with the principles of merit and equal opportunity and ensures any potential, perceived, or actual Conflicts of Interest are managed;
- will be undertaken by Employees who have been trained and have access to

appropriate advice and support; and

- will be conducted in such a way as to protect and enhance the reputation of the University and be fair, equitable, transparent, and compliant with relevant University Policy and external regulatory frameworks.

The awarding of Titles may occur to recognise contributions that advance the teaching, research, and service goals of the University.

Appointments, and the awarding of Titles, must be made using the relevant processes and delegated approval authorities as specified in the relevant University Procedure:

- Recruitment, Selection and Appointment Procedure
 - Continuing appointment
 - Contingent-funded appointment
 - Fixed-term appointment
 - Casual appointment
 - Internal transfer and direct appointment
 - Secondment and allowances
- Visiting Academic, Adjunct and Honorary Titles Procedure
 - Visiting Academic Title
 - Adjunct Title
 - Honorary Title
- Contracted Senior Positions Appointment Procedure
 - Contracted Senior Positions.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief People Officer
Policy Type	Executive Policy
Policy Suite	Contracted Senior Positions Appointment Procedure Recruitment, Selection and Appointment Procedure Special Payments (Senior Staff) Procedure Visiting Academic, Adjunct and Honorary Titles Procedure
Subordinate Schedules	
Approved Date	3/6/2026
Effective Date	3/6/2026
Review Date	30/5/2029
Relevant Legislation	Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	Marketing and Brand Policy National Security Policy
Related Procedures	Advertising Procedure Modern Slavery Prevention Procedure National Security Procedure Sanctions and Export Controls Procedure
Related forms, publications and websites	
Definitions	Terms defined in the Definitions Dictionary Decision

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's [Policy and Procedure Library](#).

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2023-2026.

[Title](#)

A term used to specify a particular academic rank or recognise a particular contribution to the University or the community.

[University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Definitions that relate to this policy only

Senior Positions

Means a position that is not classified at Academic Level A to E or Professional Level 1 to 10 as set out in Schedules A and C of the Enterprise Agreement, respectively.

Keywords

Recruitment, selection, vacancy, advertising, appointment, Title, appointment, recruit, appoint

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