

## **APPOINTMENT PROCEDURES**

### **APPOINTMENT OF NON-ACADEMIC STAFF**

#### **APPOINTMENT OF UAP ACADEMIC-RELATED STAFF**

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##### **1. Posts of Professorial or equivalent status**

The Appointing Committee is established *ad hoc* by the Vice-Chancellor on recommendation of the Secretary in consultation with any Head of Unit directly concerned, ensuring that the procedures in the Good Selection Practice : Guide for Interviewers are followed at all times. The Committee recommends an appointment to the Secretary, through the Human Resources Division, who determines salary offers and other like matters.

##### **2. Posts not of Professorial or equivalent status**

The Appointing Committee is established *ad hoc* by the Head of Unit, consulting as necessary with the Secretary or with the Director of Human Resources on his behalf, ensuring that the procedures in the Good Selection Practice : Guide for Interviewers are followed at all times. The Secretary is authorised by the Council to be the final arbiter on the membership of such Appointment Committees.

The Committee recommends an appointment to the Human Resources Division, which acts on behalf of the Secretary in relation to salary offers and other like matters.

#### **APPOINTMENT OF TECHNICAL, SECRETARIAL, CLERICAL AND AUXILIARY STAFF**

The Appointing Committee is established *ad hoc* by the Head of Unit, consulting as necessary with staff in the the Human Resources Division, ensuring that the procedures in the Good Selection Practice : Guide for Interviewers are followed at all times. The Secretary is authorised by the Council to be the final arbiter on the membership of such Appointment Committees.

The Committee recommends an appointment to the Human Resources Division, which acts on behalf of the Secretary in relation to salary offers and other like matters.