

STAFF RECRUITMENT & SELECTION POLICY

RECRUITMENT

The Institute recruits lecturers who are accredited, qualified and experienced lecturers to facilitate learning. Lecturers are contracted to train in a specific curriculum over a specific period of time.

The recruitment and selection process is rigorous, complies with Equal Employment Opportunity and Anti-Discrimination legislation, and includes:

- Advertising
- Interviewing
- Reference checking
- Contracting
- Induction
- Professional Development

ADVERTISING

Lecturers are recruited in a variety of ways including advertising in newspapers, relevant journals, and through counselling and psychotherapy association newsletters.

INTERVIEWING

Within a week of receipt of a potential lecturer or tutor's resume, and should the candidate seem suitably qualified and experienced for the teaching of a particular module, an interview is arranged between the candidate and members of the academic staff. Generally, the Director of Training for the relevant campus conducts the interview with the candidate. Within seven days of the interview the Director contacts the candidate as to the outcome of the interview. Should the candidate's experience and qualifications match the needs of the Institute, he or she is advised that a teaching contract will be offered prior to the relevant term.

REFERENCE CHECKING

Lecturers who have submitted their resumes for consideration provide the names and contact details of referees. Referees are then consulted by the Director of Training once the interviewing process has been completed and a decision has been made in regard to the suitability of the candidate for teaching at the Institute.

EDUCATOR CONTRACTS

In preparation for any given Term of study, the Director of Training prepares teaching contracts for lecturers. The contract is a formal document detailing the terms and conditions under which the lecturer or tutor has been contracted and the obligations of both parties within the contract. The contract letter details agreements reached regarding hourly rates, the number and type of subjects to be taught and assessment marking policies. The contract is for the period of the teaching Term including the marking of all assessments and the follow through on extension requests for assessments. This may imply that the lecturer or tutor's follow-up of assessments continues until all extension requests have been met and that all assessments have been marked and returned to Administration.

Lecturers who are interviewed and invited to train will receive a letter of appointment detailing the terms and conditions of the contract.

INDUCTION

The Institute welcomes new staff into the organisation with planned and comprehensive induction programs relevant to their job role. For teaching staff this includes information on:

- accredited courses
- teaching strategies and assessment
- orientation to procedures and policies
- Responsibility for Access and Equity

PERFORMANCE APPRAISAL

The Institute monitors the performance of each staff member. For teaching staff this may include some or all of the following:

- monitoring student feedback (*e.g. course/module evaluation forms*)
- monitoring student outcomes (*e.g. successful completion of assessment activities*)
- undertaking performance appraisals and setting goals yearly
- Board of Governors and Director of Training reviewing staff performance

Date Policy Endorsed by Board of Governance	Review Date: This policy is periodically reviewed and revised. Revisions are made as and when required. The period between reviews must not exceed 4 yrs. The date for review of this policy is on or before 6/2012	Initials