



## Procedure: Appointment of supervisors

### Purpose

To inform staff of the appropriate procedure for appointing supervisors.

### Procedure

1. Each staff member has a nominated supervisor and is advised in writing of the position of that person.
2. The University may vary a supervisor during a staff member's period of employment. The University notifies staff in writing of a change of supervisor but this is not applicable for acting or short term arrangements. (See [temporary transfer and higher duties procedure](#).)
3. The supervisor of an academic staff member will normally be the Head of the academic unit in which the staff member is employed.
4. The University appoints an alternative academic supervisor, especially in the following circumstances, where there:
  - are a large number of staff in the academic unit and supervision of such a large number of staff is impracticable;
  - is an actual or perceived conflict of interest between the staff member and the supervisor; or
  - has been a breakdown of the supervisory and employee relationship and a change in supervisor is considered an effective strategy to manage the situation.
5. The nominated supervisor is assigned the supervisory delegations, including the necessary HRMS system changes.
6. A change in supervisor is unlikely to be arranged by the University where performance issues have arisen and are being actively managed.
7. The College Dean (or other senior manager, such as the School Director) is regarded as the supervisor in instances of managing underperformance and misconduct.
8. Where both the supervisor and staff member agree that a change in supervisor will benefit all parties, a request is made to the appropriate area delegate.

9. Where the staff member wishes to seek a change of supervisory arrangement without the involvement of their current supervisor, they do so through the appropriate area delegate.
10. Where the supervisor wishes to seek a change of supervisory arrangement without the involvement of the staff member, they do so through the appropriate area delegate.
11. As a result of any change to a staff supervisory arrangement, both parties are expected to update the Performance and Development Review as necessary.
12. Where staff are newly appointed to a role with supervisory duties, it is recommended that staff member attend The New Supervisor Program, as delivered by the Culture and Development team, Human Resources Division.

## Document information

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