Faculty Academic Staffing Committees Charter

Section 1 - Purpose

(1) Faculty Academic Staffing Committee (FASC) consider and recommend on applications for academic promotion to Levels B and C within a faculty and other academic staffing matters in accordance with the [Probation and Career Planning, Development and Performance Expectations for Academic Staff Policy](#). Faculty academic staffing committees also considers relevant matters for a Teaching Intensive Employment Arrangement (TIEA) and a Competitive Grant Researcher Arrangement (CGRA) in accordance with the Enterprise Agreement (Academic staff).

Section 2 - Accountability

(2) Faculty Academic Staffing Committees are management committees accountable to the relevant Executive Dean of faculty. One Faculty Academic Staffing Committee is established per faculty.

(3) If required, other areas outside of faculties may establish a committee in order to enable coverage of staff within their area. This will require approval from the Vice-Chancellor and President and the committee will be named accordingly but remain operational under this Charter.

Section 3 - Responsibilities

(4) Faculty Academic Staffing Committees undertake the following responsibilities:

a. recommend approval of promotions for Level B and C within the faculty;

b. prepare a Recommendation Report for the University Academic Staffing Committee (UASC) on applications for Level D and E promotions;

c. determine an applicant's eligibility requirements in accordance with the Academic promotion procedure;

d. provide advice to the relevant delegated officer on Level A, B, C and D probation goal setting and confirmation by the FASC sub-committee that includes the executive dean, deputy dean/s, associate dean/s and one UASC nominee, who is not employed within the faculty. The FASC sub-committee may consult with the relevant Head of School;

e. consider the business case for a Provisional Research Workload Allocation of a staff member under a TIEA;

f. consider the application of a staff member on a Provisional Research Workload Allocation under a TIEA for a Research Workload Allocation;

g. consider the business case of a CGRA staff member for an ongoing appointment;

h. provide advice to the executive dean on other staffing matters as requested;

i. review relevant staffing matters for the faculty or associated faculty staff members who may be working in areas outside of faculties.

Section 4 - Membership

(5) Membership categories:

   a. Executive Dean ex officio as Chair;
   b. Deputy Dean or Associate Dean, as Deputy Chair;
   c. Up to four academic staff members at Level D or E, including one external to the faculty and who may also be representative of a relevant and related area outside of faculties;
   d. One University Academic Staffing Committee nominee, who is not employed within the faculty;
   e. An Indigenous Australian academic staff member nominated by Chair (where relevant to the decisions or cases for review where a staff member has identified as Indigenous Australian).

(6) The composition of a faculty academic staffing committee should be reflective of a variety of disciplines and is determined by the relevant Executive Dean as Chair. The Chair must adhere to the membership requirements and ensure a diverse and representative committee with consideration of gender, career stage and cultural diversity. The chair may co-opt additional members if required.

(7) Members of the committee are not eligible to apply for promotion during their tenure on the committee.

Section 5 - Attendance

(8) On the request of any applicant or committee member, the Vice-President (People) and Chief People Officer nominee/s may attend any meeting of a faculty academic staffing committee to receive and review all relevant documentation, to observe the process and advise the Chair on University promotion procedures. Any such attendance is recorded in the committee's record of proceedings.

Section 6 - Meeting frequency

(9) Faculty Academic Staffing Committees meet annually for the purposes of Level B and C promotion and as required for other decision making or advice in alignment with relevant promotion timelines and procedures.

Section 7 - Procedures

(10) Faculty Academic Staffing Committees operate in accordance with [Council Procedure 1 - Committee Operations](#).

Section 8 - Secretariat

(11) A nominee of the relevant Executive Dean of faculty is secretary.

Status and Details

Status	Current
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Responsible Officer	Gillian Bromley Vice-President (People) and Chief People Officer
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