

# Schedule 4: Employment delegations

## General conditions of exercising these delegations

1. An industrial agreement such as an enterprise agreement may authorise an officer or committee of the University to perform a function. Where an employment delegation is inconsistent with a relevant industrial agreement, the provisions of the industrial agreement prevail to the extent of the inconsistency.
2. The delegations in Schedule 5: Financial delegations do not limit the delegations in this employment delegations schedule.
3. Delegates must also comply with requirements for exercising all delegations stated in the Delegations Procedure above.

## Related delegations

For the delegation to decide the outcome of internal review of the investigation of a complaint, see delegation 10.30 in [schedule 10: Administrative, legal and general delegations](#).

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
<b>Appointing to positions and conferring titles</b>				
4.1	Appoint a Provost, DVC, VP, PVC, chief officer that reports to the VC or to a VP, dean of a faculty or position with "dean" in its title that reports to a DVC.	VC	On recommendation of a selection committee whose membership is consistent with the <a href="#">selection committee composition requirements</a> unless a direct appointment is approved in accordance with delegation 4.23.	<a href="#">Recruitment and Selection Policy</a>
4.2	Confer or remove the title of emeritus professor.	VC		<a href="#">Conferring Academic Titles Procedure</a> .
4.3	Confer or remove the title of Scientia professor.	VC		<a href="#">Conferring Academic Titles Procedure</a> .
4.4	Appoint a professor or associate professor, or to an equivalent research-only position (other than a SHARP appointment).	Provost DVC		<a href="#">Recruitment and Selection Policy</a>
4.5	Appoint to a position in a faculty that has the word "dean" in the position title, other than the position that leads the faculty.	Provost DVC		<a href="#">Recruitment and Selection Policy</a>
4.6	Appoint a head of a school.	Provost DVC		<a href="#">Recruitment and Selection Policy</a>
4.7	Appoint a deputy head of school or associate head of school.	Dean of faculty Deputy dean Vice-dean	A deputy dean or vice-dean may appoint where the dean of their faculty has authorised them to do so.	<a href="#">Recruitment and Selection Policy</a>
4.8	Appoint the head of a department in a school.	Head of school		<a href="#">Recruitment and Selection Policy</a>

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.9	Appoint the head of an academic department not in a school.	Provost DVC		<a href="#">Recruitment and Selection Policy</a>
4.10	Appoint the head of a research centre or director of a centre.	Provost DVC PVC Research		<a href="#">Recruitment and Selection Policy</a>
4.11	Confer an academic title as an adjunct, conjoint or visitor: a. where the person is a current professional staff member b. where the person is not a current professional staff member, and the title is at one of academic levels D or E c. where the person is not a current professional staff member, and the title is at one of academic levels A, B or C.	a. Provost DVC b. Provost DVC c. Dean of faculty Deputy dean Vice-dean Associate dean	c. A deputy dean, vice-dean or associate dean may confer where the dean of their faculty has authorised them to do so.	<a href="#">Conferring Academic Titles Procedure</a>
4.12	Withdraw an academic title and any associated conditions and privileges.	VC		<a href="#">Conferring Academic Titles Procedure</a>
4.13	Appoint to a SHARP position.	VC		<a href="#">Recruitment and Selection Policy</a>
4.14	Appoint an associate lecturer, lecturer or senior lecturer, or equivalent level of research-only position, (other than a SHARP appointment): a. in a division b. in a faculty, school or centre, where the position will be funded by UNSW c. in a faculty, school or centre, where the position will be externally funded.	a. Provost DVC PVC b. Dean of faculty Deputy dean Vice-dean c. Hiring manager	A PVC may appoint where the DVC of their division has authorised them to do so.  A deputy dean or vice-dean may appoint where the dean of their faculty has authorised them to do so.	<a href="#">Recruitment and Selection Policy</a>
4.15	Appoint a casual staff member.	Hiring manager		<a href="#">Recruitment and Selection Policy</a>
4.16	Appoint someone to act as VC for up to three months.	Chancellor* VC	The VC may exercise this delegation only where, and to the extent that, the Chancellor has authorised them to do so in writing.	
4.17	Appoint someone to act as VC for up to four weeks where the Vice-Chancellor is absent from the University on official business to ensure the effective operation of the University.	VC		

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No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.18	Appoint someone to act as Provost, a DVC or VP for up to 12 months.	VC		
4.19	Appoint someone to act as a PVC for up to 12 months.	Provost DVC		
4.20	Appoint someone to act as a dean of a faculty for up to 12 months.	Provost		
4.21	Approve a job requisition for: <ul style="list-style-type: none"> <li>a. an academic staff position in a division, at any level</li> <li>b. a professional staff position in a division</li> <li>c. an academic staff position in a faculty, school or centre, at any level</li> <li>d. a professional staff position in a faculty, school or centre, not on a TFR contract.</li> </ul>	a. DVC b. Chief officer Divisional operations director c. Dean of faculty d. Faculty executive director		<a href="#">Recruitment and Selection Policy</a>
4.22	Appoint to a professional staff position other than that of a VP or chief officer: <ul style="list-style-type: none"> <li>a. not on a TFR contract</li> <li>b. in a faculty or in a division, on a TFR contract.</li> </ul>	a. Hiring manager b. CPO Director Human Resources Business Partnering		<a href="#">Recruitment and Selection Policy</a>
4.23	Approve a direct appointment to: <ul style="list-style-type: none"> <li>a. any of the positions set out at delegation 4.1;</li> <li>b. any other continuing or fixed-term position.</li> </ul>	a. VC and CPO b. CPO		<a href="#">Recruitment and Selection Policy</a>
4.24	Appoint, as a nomination, a professional staff member: <ul style="list-style-type: none"> <li>a. for ≤1 year or in a research-only position funded by a research grant up to 3 years</li> <li>b. for &gt;1 year in a position that is not a research-only position funded by a research grant.</li> </ul>	a. Hiring manager b. CPO Director Human Resources Business Partnering		<a href="#">Recruitment and Selection Policy</a>

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.25	Appoint, as a nomination, an academic staff member at level A, B or C: a. for ≤1 year or (in an academic research-only position funded by a research grant) up to 3 years b. for >1 year in a position that is not a research-only position funded by a research grant.	a. Dean of faculty b. CPO Director Human Resources Business Partnering		<a href="#">Recruitment and Selection Policy</a>
4.26	Appoint an academic staff member at level D or E, as a nomination. a. for ≤1 year or (in an academic research-only position funded by a research grant) up to 3 years b. for >1 year in a position that is not an academic research-only position funded by a research grant.	a. Provost DVC b. Provost DVC CPO		<a href="#">Recruitment and Selection Policy</a>
<b>Remuneration and conditions of employment</b>				
4.27	Decide remuneration and conditions of service of the VC.	Remuneration and People Committee*		
4.28	Decide remuneration and conditions of service of the Provost, a DVC, VP, chief officer that reports to the VC or a VP, dean of a faculty or position with “dean” in its title that reports to a DVC on appointment.	VC		
4.29	Decide remuneration and conditions of service of the Provost, DVCs, VPs, chief officers that report to the VC or a VP, dean of a faculty or position with “dean” in its title that reports to a DVC annually.	VC	Consult with the Remuneration & People Committee	
4.30	Approve promotion to professor.	VC		<a href="#">Academic Promotions Procedure</a>
4.31	Approve progression of a professor to a higher level of professor position other than a Scientia professor appointment.	DVC Academic Quality		
4.32	Approve promotion to an academic level below professor.	Provost DVC		<a href="#">Academic Promotions Procedure</a> <a href="#">Conferring Academic Titles Policy</a> <a href="#">Conferring Academic Titles Procedure</a>

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No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.33	Approve a salary supplementation scheme for a division or faculty.	VC		
4.34	Approve a request to do paid outside work from: a. a dean b. a head of school or other position that reports directly to a dean c. other academic staff in a school. d. academic staff in a division.	a. VC b. Dean of faculty c. Head of school d. DVC PVC		<a href="#">Paid Outside Work by Academic Staff Policy</a>
4.35	Revoke an Application to Undertake Paid Outside Work after approval by a head of school in cases where the approval criteria have not been met.	Dean CPO		<a href="#">Paid Outside Work by Academic Staff Policy</a>
4.36	Approve an accelerated progression of more than two steps: a. for an academic staff member b. for a professional staff member.	a. Provost^ b. CPO Director Human Resources Business Partnering.  <i>^ This is the DVC with primary responsibility for academic staffing matters unless the VC specifically nominates another DVC or nominates the Provost.</i>	a. Provost to consult with CPO or Director Human Resources Business Partnering prior to exercise.	University of New South Wales (Academic Staff) Enterprise Agreement 2023, clause 25.3(c).
4.37	a. Approve an accelerated progression of two increments for academic staff b. Approve an accelerated progression of two increments for professional staff.	a. Dean of faculty b. Dean or divisional head		UNSW Academic Staff Enterprise Agreement 2023, clause 25.3(b) UNSW (Professional Staff) Enterprise Agreement 2023, clause. 33.0(b)
4.38	Approve an increment of one step. <i>Note, this is separate to the automatic annual increment under Enterprise Agreements which occurs unless withheld.</i>	Supervisor		
4.39	Decide to withhold an annual increment from a. an academic staff member b. a professional staff member.	a. Provost^ b. CPO  <i>^ This is the DVC with primary responsibility for academic staffing matters unless the VC specifically nominates another DVC or nominates the Provost.</i>	On the recommendation of the staff member's supervisor and, as relevant, the dean of the staff member's faculty or DVC or VP of the staff member's division provided the steps referred to in clauses 25.4 or 33.0(c) of the relevant enterprise agreement have been carried out.	UNSW (Academic Staff) Enterprise Agreement 2023, clause 25.4(a) UNSW (Professional Staff) Enterprise Agreement 2023, clause 33.0(d)

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.40	Decide total remuneration range for staff on a TFR contract other than for staff in the positions specified in delegations <a href="#">4.27</a> and <a href="#">4.28</a> : a. CPO b. TFR contract >\$300K p.a. and the staff member is not the CPO c. TFR contract ≤\$300K p.a.	a. VP Operations b. CPO c. Director Human Resources Business Partnering.		
4.41	Approve annual remuneration review increases and bonuses for staff on a TFR contract other than for staff in the positions specified in delegations <a href="#">4.27</a> and <a href="#">4.28</a> .	VC		
4.42	Approve out of cycle remuneration review increases and bonuses for staff on a TFR contract other than for staff in the positions specified in delegations <a href="#">4.27</a> and <a href="#">4.28</a> . a. for the CPO b. all other positions.	a. VP Operations b. CPO		
4.43	Approve an allowance, loading or salary supplementation for individual positions other than those to which delegations <a href="#">4.27</a> , <a href="#">4.28</a> , 4.29, 4.40, 4.41 or 4.42 apply.	CPO Director Human Resources Business Partnering Human resources business partner	The Director Human Resources Business Partnering or a Human Resources Business Partner may exercise the delegation where the CPO has authorised them to do so.	
<b>Leave</b>				
4.44	Approve a staff member taking leave other than in the circumstances specified in delegations 4.45 and 4.46.	Supervisor	A supervisor cannot decline a staff member's request for personal leave, compassionate leave, family and domestic violence leave or parental leave, if they are satisfied that the circumstances of the staff member applying for these types of leave meet the enterprise agreement criteria for the type of leave.	UNSW (Academic Staff) Enterprise Agreement 2023, part G. UNSW (Professional Staff) Enterprise Agreement 2023, part H.

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.45	Approve leave without pay a. ≤4 weeks b. ≤6 months c. >6 months and <24 months d. 24–36 months.	a. Supervisor b. DVC VP Dean of faculty PVC c. Provost DVC d. VC		UNSW Academic Staff Enterprise Agreement 2022, part G. UNSW Professional Staff Enterprise Agreement 2022, part H.
4.46	Approve an application for the special studies program, and any financial assistance for the staff member to undertake special studies beyond limits specified in policy, for an academic staff member in: a. a faculty or school b. a division.	a. Dean of faculty b. DVC		HR Special Studies Program (SSP) Policy
<b>Separation</b>				
4.47	Approve the terms of: i. a settlement agreement or deed, or ii. a pre-retirement agreement or deed with: a. the VC b. the Provost, a DVC, VP, chief reporting to the VC or a VP or dean of a faculty c. the CPO d. other employees.	a. Remuneration and People Committee* b. VC CPO c. VC d. CPO	The delegate may only approve the agreement or contract after consulting a legal practitioner in Legal and Compliance.  b. the CPO can only exercise this delegation in consultation with the VC.	

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No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.48	Sign a <ul style="list-style-type: none"> <li>settlement agreement or deed of release or</li> <li>a pre-retirement contract with an employee that has been approved by a delegate under delegation 4.47, where the employee is: <ul style="list-style-type: none"> <li>the VC</li> <li>the CPO</li> <li>any staff member other than the VC or CPO</li> </ul> </li> </ul>	a. CPO b. VC c. CPO		This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
4.49	Where no industrial agreement applies or the relevant industrial agreement does not specify who will make such a decision, decide to dismiss or approve redundancy for <ul style="list-style-type: none"> <li>the Provost, a DVC, a VP or a Dean</li> <li>an academic staff member</li> <li>a professional staff member.</li> </ul>	a. VC CPO b. Provost DVC c. CPO		UNSW (Academic Staff) Enterprise Agreement 2023, part F. UNSW (Professional Staff) Enterprise Agreement 2023, clause 30.
<b>Disputes</b>				
4.50	Approve the terms of an offer to settle a dispute under the Dispute Resolution Procedure in an enterprise agreement and sign an agreement to effect such a settlement.	VC CPO	The delegate may only approve the agreement or contract after consulting a legal practitioner in Legal and Compliance.	UNSW (Professional Staff) Enterprise Agreement 2023, clause 10. UNSW (Academic Staff) Enterprise Agreement 2023, clause 9.
<b>Workplace change</b>				
4.51	Approve the business case for a major workplace change being put to employees for consultation.	VC CPO		UNSW (Professional Staff) Enterprise Agreement 2023, clause 30. UNSW (Academic Staff) Enterprise Agreement 2023, part D.
<b>Industrial agreements</b>				
4.52	Enter into collective industrial agreements with staff.	VC		
<b>Employment contracts</b>				

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.53	Make an offer of employment as: a. VC b. Provost, a DVC, a VP, or a dean c. a head of school d. the CPO.	a. Chancellor* b. VC CPO c. CPO Director Human Resources Business Partnering Human resources business partner d. VP Operations	Only where the employment contract in the offer is consistent with an employment contract template approved by a legal practitioner in Legal and Compliance. Under delegation c, the Director Human Resources Business Partnering or a human resources business partner may make an offer where the CPO has authorised them to do so.	
4.54	Make an offer of employment as: a. a staff member on a fixed remuneration package (not including those positions covered in delegation 4.53). b. a staff member not on a total fixed remuneration package	a. CPO Director Human Resources Business Partnering b. Director Human Resources Business Partnering Human resources business partner Human resources consultant Human resources officer	Only where the employment contract in the offer is consistent with an employment contract template approved by a legal practitioner in Legal and Compliance.  Where an appointment includes TFR, the TFR amount must have been approved by the delegate under delegation 4.40.  Where an appointment includes an allowance or loading, this must have been approved by the delegate under delegation 4.43.	
4.55	Make an offer of employment as a casual staff member	Hiring manager	Only where the employment contract in the offer is consistent with an employment contract template approved by a legal practitioner in Legal and Compliance.	

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No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.56	Approve a change to an employment contract so that the contract will not be consistent with an approved employment contract template.	CPO Director Human Resources Business Partnering Director Employee Relations	<p>Where an employment contract is changed to include payment of an allowance or loading the decision to pay the allowance or loading must first have been made by a delegate under delegation 4.43.</p> <p>Where the employment contract includes TFR, the delegate may only approve the change after consulting a legal practitioner in Legal and Compliance.</p>	