Principles governing the Relationship between Faculties/Schools and University and Senate Centres/Flagships

Staff Supervision

Supervision of Directors of Centres/Flagships
- For the Directors of Centres/Flagships, the Dean of the Faculty, in which the incumbent’s substantive position is located, is the nominated supervisor. In keeping with the Enterprise Agreement 2000, “supervisors shall provide appropriate administrative leadership and are responsible for monitoring the performance of staff and for providing assistance to staff whose performance is assessed as requiring improvement”. Thus, as nominated supervisor, the Faculty Dean fulfils the obligations of the Enterprise Agreement, including leave approvals and the requisite reports in relation to probation, incremental progression, workload, OSP leave, promotion, the Review Planning Program, grant applications, paid outside work, etc. The Pro-Vice-Chancellor (Research and International) will continue to supervise Directors of Centres/Flagships, whose salary is funded through a budget stream that in not Faculty-based.
- To meet particular circumstances, an alternate supervisor may be appointed for the Director of a Centre/Flagship by the Pro-Vice-Chancellor (Academic Affairs).
- For that part of the workload of Directors of Centres/Flagships, which is undertaken in a School, the oversight of these activities may be delegated to the relevant Head of School in an assistant supervisor role.
- In undertaking the Academic Staff Review Planning Program for Directors of Centres/Flagships, the nominated supervisor will seek feedback from the relevant Head of School in relation to workload undertaken in the School.

Supervision of Faculty Staff in Centres/Flagships
- Other than the Director, for Faculty staff associated with a Centre/Flagship, the Head of the School, in which the staff member’s substantive position is located, is the nominated supervisor. In keeping with the Enterprise Agreement 2000, “supervisors shall provide appropriate administrative leadership and are responsible for monitoring the performance of staff and for providing assistance to staff whose performance is assessed as requiring improvement”. Thus, as nominated supervisor, the Head of School fulfils the obligations of the Enterprise Agreement, including leave approvals and the requisite reports in relation to probation, incremental progression, workload, OSP leave, promotion, the Review Planning Program, grant applications, paid outside work, etc.
- Only in the case of Faculty staff seconded full-time from a School to a Centre/Flagship is the Director of the Centre/Flagship the nominated supervisor during the period of secondment. [Formal advice will be provided to such staff that their nominated supervisor has changed].
- The Faculty Dean is the nominated supervisor of casual/sessional staff employed in Centres/Flagships, but may delegate day-to-day supervision to the Director of the Centre/Flagship.

1 These principles may not apply to Faculty Centres.
Relationship with Pro-Vice-Chancellor (Research & International)

Centres/Flagships report via the Faculty Dean(s) to the Pro-Vice-Chancellor (Research and International).

Research Higher Degree Students

Selection, supervision and examination of research higher degree students associated with Centre/Flagship research are undertaken via the relevant School(s) under the standard University procedures applying to higher degree students.

Workload Allocations

Apart from the supervision of higher degree by research and honours students, it is expected that the Directors of Flagships will be fully occupied by that role. The workload allocation for Directors of Centres will be 0.1 to 0.25 depending on the size and complexity of the Centre.

Budget Issues

- Centres/Flagships should have an operational budget with a separate cost code. An annual report on income and expenditure is to be provided to the Faculty Dean(s) (as part of the Faculty Annual Report).
- The Director approves expenditure of the operational budget of the Centre/Flagship subject to the financial delegations.
- The Dean is the authorising officer for the employment of staff (except for the Centre for Early Christian Studies) subject to the Staffing Delegations Register.
- Other than research income and undergraduate and postgraduate course fees, income generated by Flagships will be distributed proportionally by the Faculty(ies) to the Faculty/School/Flagship, depending upon the nature of the activity.

Courses

Courses are the responsibility of the relevant School(s) and the respective Faculty(ies) and income generated through courses is distributed by the Faculty(ies) to the School(s), as appropriate.

Annual Report

Publications and grants achieved by staff in Centres/Flagships are also to be included in the School(s) and Faculty Annual Reports.