

Name of Policy	Organisational Structure Policy	
Description of Policy		
<input type="checkbox"/> New Policy		<input checked="" type="checkbox"/> Revision
Description of Revision	This Policy has been updated to reflect the University's changed organisational structure.	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	October 2009

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1. Background Information

Organisational Units are the core educational and administrative units that together form the organisational structure of the University. An organisational unit represents an area of responsibility that is led by the Vice-Chancellor, a Deputy Vice-Chancellor, an Assistant Vice-Chancellor, an Executive Dean, a Campus Dean, or a Director and who is normally a member of the University Executive Planning Group. Heads of organisational units also formally hold delegated authority for specific areas of action and/or approval as put in place by the University Senate or the University from time to time.

2. Policy Statement

From October 2009 the leaders of the University's organisational units are as follows:

Executive Planning Group

- Vice Chancellor
- Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Administration and Resources)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Students, Learning and Teaching)
- Executive Dean, Faculty of Arts and Sciences
- Executive Dean, Faculty of Business (from 2010)
- Executive Dean, Faculty of Education
- Executive Dean, Faculty of Health Sciences
- Dean, Faculty of Theology and Philosophy
- Dean Internationalisation
- Associate Vice-Chancellor, Brisbane
- Associate Vice-Chancellor, Melbourne
- Associate Vice-Chancellor, Sydney
- Campus Dean, Ballarat
- Campus Dean, Canberra
- Director of the Centre for Indigenous Education and Research
- Director of Identity and Mission
- Director of the Institute for Advancing Community Engagement
- Director of Finance
- Director of Human Resources
- Director of International Education
- Director of Information Technology
- Director of Planning and Strategic Management
- Director of University Properties
- Director of Libraries
- Director ACUcom
- Director of Marketing and External Relations
- Academic Registrar

Functional Units are units that are subordinate to and form part of an organisational unit. They are normally led by an officer of the university who undertakes the responsibilities of a position with a title such as Manager, Head of School/Centre/Research Centre, Research Project Manager, etc. Leaders of functional units have some formal delegations and potentially some appropriate and allowable sub delegations within the organisational unit line of responsibility. Heads of Functional Units report through a member of the University Executive Planning Group.

3. Supervisors

A "Supervisor" at the Australian Catholic University is not defined by either academic or general staff classification level or grade. A supervisor performs a role required by the University as defined in the current enterprise agreements. There are three principal categories of supervisors at ACU.

3.1 Nominated Supervisors

A Nominated Supervisor is a member of staff who is formally assigned the responsibility of supervising one or more staff members or a group of staff. At Australian Catholic University, a nominated supervisor is the head of either an organisational unit or a functional unit. The

expectation of the University is that any staff member appointed to the role of head of an organisational unit or head of a functional unit shall supervise staff.

An academic staff member who is a chief investigator, a principal investigator or a co-investigator (or equivalent) of an externally funded research grant and/or who is responsible for the supervision of allocated research staff, will normally be the nominated supervisor of staff employed to undertake the work described in the grant or research project, subject to the creation of a functional unit approved by the relevant Executive Planning Group member.

Nominated supervisors are responsible for academic and/or administrative unit leadership. They are, for example, responsible for monitoring the performance of staff and for providing assistance to staff whose performance is assessed as requiring improvement. They also hold formal and explicit delegated authority as officers of the University for a range of legal, statutory, administrative, educational, financial and other resourcing matters. They are responsible for planning Organisational Unit or Functional Unit work directions and they are accountable for associated performance outcomes.

In line with the current enterprise agreements effective at the University, all staff on being appointed to the University are advised in writing of their nominated supervisor.

3.2 Assistant Supervisors

An Assistant Supervisor is a member of staff who is assigned by a nominated supervisor the responsibility for supervising day to day tasks within the functional unit and as delegated by the nominated supervisor. At Australian Catholic University this may, for example, be a person appointed to a position with a title of Deputy Manager, Team Leader, Coordinator, Roster Supervisor or Assistant Head of School etc. Assistant supervisors do not hold explicit delegations consistent with the requirement of relevant University policies, procedures, industrial agreements and financial management provisions. They may, however, have delegated responsibility from the nominated supervisor for some operational tasks within a functional unit or for other purposes where formal sub-delegation is allowable through an official policy of the University, (eg. Academic Workloads).

Assistant supervisors may also, for example, assist the nominated supervisor in monitoring the performance of staff and for providing assistance to staff whose performance is assessed as requiring improvement. They may also assist set functional unit plans and with the monitoring of functional unit performance to achieve desired outcomes.

3.3 Alternate Supervisors

An Alternate Supervisor is a member of staff, other than a nominated supervisor, who in exceptional circumstances following the approval of the Vice-Chancellor, is appointed to supervise an academic staff member for a temporary period or on an ongoing basis. It is a term used only in the case of academic staff. Once an alternative supervisor is appointed she/he acts in an equivalent capacity to a nominated supervisor in all regards.

4. Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward her/his suggestions to the Director Human Resources.

5. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult her/his nominated supervisor who is responsible for the implementation and operation of these arrangements in her/his work area. Should further advice be needed, she/he should contact the relevant Human Resources Consultant responsible for her/his Campus.