

Australian Guild of Music Education

Staff Selection, Recruitment and Induction Policy

Governing authority:	Higher Education Committee
Consultation:	Higher Education Committee
Responsible officer:	Program Board endorsed 25 January 2018
Date of approval:	1st February 2018
Date of effect:	1st February 2018
Review date	August 2019

1. Purpose

The policy provides a framework for selection and recruitment of AGME's higher education staff. AGME will ensure that all staff members are suitably qualified and experienced in relation to the positions for which they are recruited, and that they demonstrate potential for development within AGME over time.

2. Scope

This policy applies to the process of selection and recruitment for all vacancies, professional and academic, and to all members of AGME's higher education community involved in recruiting new staff. The HEEM is responsible for implementation of this policy and consults with the Program Director, Program Board and the Higher Education Committee as appropriate.

3. Objectives

The aim of this policy is to outline robust merit-based processes for the selection and recruitment of AGME's higher education staff. AGME aims to provide its students with well-qualified and experienced teaching and professional staff.

AGME aims to:

- Be an equal opportunity employer. There will be no discrimination against applicants on the basis of ethnicity, culture, national origin, religion, age, gender identity, intersex status, disability, sexual orientation, relationship status, citizen status, parental status, pregnancy, or political beliefs.
- Recruit quality academic staff members experienced in music education who hold appropriate qualifications, skills, abilities and experience for the subjects they teach, in accordance with the requirements of the Higher Education Standards Framework (2015).
- Attract quality staff via internal and external advertising of vacant positions and/or seeking recommendations for high quality staff.
- Ensure AGME's workforce has an appropriate of balance of ongoing positions and sessional teaching staff to achieve positive outcomes.

- Recruit in a timely manner to resource increases in student enrolments.
- Provide induction to AGME's policy suite and higher education course and mentoring for new appointees.

AGME is committed to:

1. Maintaining records of staff qualifications or equivalent experience and supporting evidence as per AGME's Professional Equivalency policy
2. Developing a culture of scholarship that supports individual academics' own research areas.
3. Stimulating adoption of best practice in teaching and learning.
4. Supporting staff through mentoring and professional development opportunities.
5. Implementation

The HEEM is responsible to the Higher Education Committee for ensuring appropriate staffing, workforce budgets, and oversight of staff recruitment and induction, to ensure that all legislative requirements are met. AGME will create position descriptions with appropriate performance indicators for all positions. The HEEM must approve positions for recruitment before advertising commences. The HEEM is responsible for maintaining a file of prospective staff members' CVs.

The Academic Board is responsible for oversight of academic staff to ensure that they are appropriately qualified for teaching at AQF Level 7, and experienced in music education. The Academic Board and the Program Director must be consulted during the selection and recruitment process of casual, fixed term and ongoing academic appointments and are responsible for endorsing successful candidates before an offer of employment is made by the HEEM.

6. Academic Staff Qualifications

The Higher Education Threshold Standards (2015) and the Australian Qualifications Framework (AQF) prescribe minimum standards for academic staff qualifications:

- A qualification at least one level higher than the level of the course being taught; or meets standards for equivalency (see Appendix 1);
- A record of scholarly and professional achievement in the relevant discipline area; and
- Have relevant and proficient industry experience.

Additionally, AGME requires that for specific performance units, a Licentiate Diploma, and five years' experience in teaching performance and musicianship, may also be required.

However, the Academic Board may endorse recruitment of staff subject to the Equivalency Framework as set out in Appendix 1 or under certain circumstances including:

- Where a lecturer has significant industry experience in music performance and/or music technology experience, and displays considerable teaching experience and aptitude.
- On the condition that an adequately qualified and experienced supervising lecturer mentors the appointee.
- Where a candidate is nearing completion of the required qualification level and can

provide documentation and relevant references.

7. Selection, appointment and induction process

Following a review of applicant details, AGME will convene an interview panel comprised of relevant internal staff, typically the HEEM, the Program Director, a fractional or full-time member of the academic staff, and a member of Academic Board (for academic staff appointments) and the Higher Education Committee (for professional staff appointments). The preferred candidate will be asked to supply certified copies of testamurs and records of attainment. The Chair of the panel will contact the preferred candidate's referees.

Academic appointments must be endorsed by the Academic Board, and professional staff appointments by the Higher Education Committee. The successful candidate will be notified, and a letter of offer and employment agreement will be emailed and mailed to the successful candidate. Employment cannot be commenced until the employment agreement has been signed and returned to AGME.

Records of staff qualifications or equivalent experience and supporting evidence as per AGME's Professional Equivalency policy will be maintained.

Unsuccessful candidates will be notified professionally and in writing as soon as possible after recruitment is completed.

Following the appointment of a new staff member, an induction and orientation will be provided by the relevant line manager.

New staff members will be introduced to colleagues and provided with access to AGME's policies in electronic form, and will be made aware of Workplace Health and Safety procedures and Human Resources policies. Teaching staff will be provided with training on the use of teaching equipment, learning technologies and library data bases. Information on staff development opportunities and expectations regarding scholarly activities will be provided.

8. Accountability

This policy covers matters related to both academic and corporate affairs and as such requires endorsement of the Academic Board and approval of the Higher Education Committee.

9. Related policies

The following policies are related to this policy: • Staff Development Policy

Appendix 1

Position Title	Minimum Required Qualifications and Experience	Equivalency
Program Director	PhD in Music, DMA, or any other AQF Level 10 award combined with a Bachelor of Music, Education or similar; five years' experience in higher education teaching; and experience in managing staff and providing academic direction.	Masters in music or education and at least 10 years' higher education teaching experience; and experience in a leadership or management role.
Lecturer - Bachelor course	Masters level qualification in Music or any other AQF Level 9 qualification with Bachelor of Music or Bachelor of Education, and five years professional music experience.	Masters level qualification in Music or any other AQF Level 9 qualification with Bachelor of Music or Bachelor of Education, and five years professional music experience.
Tutor - Bachelor course	AQF 8 qualification in music or education; OR a Licentiate Diploma; and five years' professional music experience.	AQF 8 qualification in music or education; OR a Licentiate Diploma; and five years' professional music experience.
Practical Music Teacher (1:1 teaching)	Licentiate Diploma AGME or equivalent and five years' professional music experience.	At least 10 years' professional music and relevant teaching experience.
Performance Tutor	Licentiate Diploma AGME or equivalent and five years' professional music experience.	At least 10 years' professional music performance and relevant teaching experience.
Musicianship Tutor	Grade 8 AGME or equivalent and five years' professional music experience	At least 10 years' professional music performance and relevant teaching experience.