

3.01B

MERCY EDUCATION PROCEDURE 3.01B APPOINTMENT OF PRINCIPALS

Key Steps in the Appointment of Principals in Mercy Schools

- B01 In the normal course of events, when a Principal vacancy in any College is known well in advance, the procedure to appoint a new Principal will commence in the latter half of the penultimate year of the incumbent Principal's current term. The dates below will be adjusted in the event of a later resignation.
- B02 The position is advertised publicly.
- Mercy Education Board advertises the position no later than the end of Term One in the final year of the current contract, or in the case of a later resignation of the current principal, as soon as is practical.
 - The position should be advertised in print media and other media as decided.
 - The advertisement will make reference to the fact that an understanding of the Mercy Tradition in Education may be advantageous.
- B03 By November in the latter half of the penultimate year of the incumbent Principal's current term, the Chief Executive will contact the current Principal of the College to assist in the preparation of a package for applicants.
- The package will include an Application Booklet, access to the College Prospectus and Vision and Mission Statements.
 - The selection criteria, determined by the Board and other relevant governance material will be provided to the Principal by the Chief Executive for inclusion in the Application Booklet. Selection criteria should list the main qualifications, qualities, attributes, skills and expectations which would be required to perform the duties of the position. The selection criteria must be consistent with State and Federal legislation.
 - The Chief Executive approves the application package before advertising.
 - It is the responsibility of the College to meet printing, advertising and other related costs and to have the package available the week prior to the first public advertisement.

- B04 The Board will finalise the timeline for advertising and approve the advertisement by mid Term One in the final year of the current contract, or in the case of a later resignation of the current principal, as soon as is practical.
- a. The process, timeline and advertisement are discussed with the incumbent Principal for comment and clarification prior to implementation.
 - b. Advertisements are placed in the print media on consecutive Saturdays. Other media options for advertising (including electronic) are also considered.
 - c. The advertisement should contain:
 - The College name and location
 - The title of the position
 - The Mercy Education Logo
 - Access to:
 - A brief description of the position
 - Selection criteria
 - Salary or reference to the relevant Award
 - Conditions of employment or reference to the relevant Award
 - Information referring the Applicant to address their application to the Chief Executive of Mercy Education as Chair of the Selection Panel
 - Closing date of applications
- B05 The Board delegates the role of Panel Chair to the Chief Executive and in consultation with the Board, the Chief Executive will appoint members of the Selection Panel by early March.
- a. The Selection Panel will consist of:
 - Chief Executive as Chair of the Panel
 - A Mercy Education Board Director
 - A practising Principal nominated by the Chief Executive;
 - A representative from the College Advisory Council nominated by the current Principal
 - A nominee of the Diocesan Director of Catholic Education where stipulated
 - Other experienced educators as required in a particular State or deemed appropriate.
 - b. In selecting the panel, attention should be paid to gender balance
 - c. The Chief Executive will finalise the timeline for the process, including dates for interviews to take place and clarify the selection criteria for Panel members

- B06 The application process is managed by Mercy Education Executive Office.
- a. Enquiries for an application package should be directed to the Mercy Education Employment section of the website where the relevant information may be downloaded.
 - b. Submission of applications is directed to the Chief Executive as Chair of the Selection Panel.
 - c. Referee Forms are included in the package for distribution by the applicant and for direct return to the Chief Executive by the Referees.
 - d. Acknowledgment of receipt of applications will be made by the Executive Office upon receipt.
 - e. A register of applicants is prepared by the Executive Office.
 - f. Following closure of applications, the members of the Selection Panel receive copies of applications electronically or in hard copy
 - g. Other Board Directors receive a list of applicants.
- B07 After applications have closed and prior to interviews, the Chief Executive and any available Panel Members will meet at the College with representatives from staff, student leaders and parents to hear the College community's expectations for the new Principal.
- B08 The Interview process normally begins in early Term Two to allow an announcement of the Principal-designate before the end of Term Two.
- B09 Stage One – Interview list for Round One interviews
- a. As soon as practical after applications close, a meeting of Panel members is conducted to:
 - assess applications in light of selection criteria and referee reports;
 - form an interview list for Round One interviews;
 - discuss questions to be posed at the first interview.
 - b. The Panel Chair advises the Executive Officer of selected applicants to be contacted for Round One interviews.
 - c. Contact is made with applicants by telephone initially and then details of interview times are confirmed in writing.
 - d. Candidates who are not selected for initial interviews are notified in writing at this point.
- B10 Panel members convene to conduct Round One interviews
- a. During the interviews, applicants are informed that should they be successful at this interview, they will be invited to a second and final interview.
 - b. During the interviews, applicants are informed of the terms and conditions of employment.
 - c. Immediately after the completion of Round One interviews, Panel members deliberate and select candidates to be shortlisted for Board approval (normally not more than four applicants).

B11 Stage Two – Consideration of Shortlisted Candidates

- a. The short list of candidates is presented to Board Directors for consideration of candidates at a regular meeting of the Board, electronically by email or by teleconference.
- b. After Board consideration, the Institute Leader and Council will be invited to approve the short-list of applicants at their next available Institute Council meeting or by electronic means.
- c. The agreed short list from the Board is forwarded by the Executive Officer to the Director of Catholic Education in the appropriate State and Diocese to seek approval from the Archbishop or Bishop.
- d. The Executive Officer Ministries on behalf of the Institute Council informs the Executive Officer of the outcome of Council approval. The Director of Catholic Education informs the Executive Officer of Archbishop/Bishop approval.
- e. The Executive Officer contacts the approved shortlisted applicants to invite them to a second round interview and provides details of the next stages in the process.
- f. Candidates not reaching the shortlist are notified by mail at this time.

B12 Stage Three – Round Two Interviews

- a. Details of the scheduled time for a second interview are passed on by phone initially and then confirmed in writing to the approved shortlisted applicants.
- b. Various techniques and strategies for interviewing may be introduced by Panel members for the second round interview, possibly including a presentation to the panel by the applicants.
- c. The Selection Panel must establish, without invading the privacy of the applicant, whether the applicant is prepared in their teaching and personal example to assist students to understand, accept and appreciate Catholic teaching and values. Is he or she willing to avoid, whether by word, action and public lifestyle, influence on students that is contrary to the teaching and values of the Church community, in whose name the applicant will act if employed within the school. Through questioning, the panel can ascertain whether the applicant understands and accepts the Church's teaching and values the Church's teachings and values.
- d. Prior to the second round interview and a recommendation being made by the panel, referees will be contacted. The panel should confirm referee details with the applicant, establishing the professional relationship and/or history between the applicant and their preferred referees. Where possible, the panel should request to speak with referees who can provide insights into the applicant's experience involving child-connected work. Consent to contact referees should be contained within the application form and this should include consent to contact the applicant's current and previous employers/principals. The referees should be questioned along an agreed line and the selection criteria should form the basis of the conversation.
- e. Immediately after the second round interviews, members of the Selection Panel deliberate to consider recommending a candidate to the Board for appointment. It is possible at this time that the Panel is unable to confidently recommend a candidate for appointment.

- B13 If the calibre of applicants is not considered to be sufficiently high, the Selection Panel may recommend that the position be re-advertised.
- B14 Stage Four - Ratification
- a. The Board Directors consider the recommendation of the panel, presented by the Panel Chair either at the next Mercy Education Board meeting, by email contact or by teleconference.
 - b. If a recommendation is made and Board Directors approve, the Board moves to appoint the recommended candidate.
 - c. The Board seeks ratification of the appointment from Institute Leader and Council and approval of the appointment by the Archbishop or Bishop.
 - d. The Institute Council considers ratification of the preferred candidate and the Executive Officer will update the Archbishop or Bishop via the Catholic Education Office if the appointment is ratified.
- B15 Stage Five - Appointment
- a. At the conclusion of the approval and ratification process, the successful applicant is offered the position by the Mercy Education Chair on behalf of the Board.
 - b. If the offer is accepted, a letter of appointment clarifying the agreed terms and conditions is forwarded to the successful applicant by email. If necessary, a package of relocation costs can be negotiated. Acceptance of the offer is called for in writing, preferably by email
 - c. An Employment Agreement between the Principal and the Board (as Employer) is prepared by the Chief Executive under relevant Catholic Education Commission Guidelines.
 - d. The Agreement is prepared by the Chief Executive and signed by the Principal-designate, Chief Executive and a Board Director. Final preparation and signing of the Agreement at times will occur after the public announcement of the appointment is made.
 - e. Unsuccessful candidates are notified by telephone by the Chief Executive following written acceptance of the letter of appointment by the successful candidate. A designated member of the Panel should be prepared to give feedback verbally, preferably at a later date, if required.
- B16 Stage Six - Announcement
- As soon as possible, and in consultation with the successful applicant's current employer, the appointment is announced by the Board Chair (or delegated Director) at the College and by the Institute Leader or her representative simultaneously to members of the Institute.
- B17 All documents relevant to the application process, including documents related to unsuccessful applications, should be retained on file for at least one year. Under the *Privacy Act 1988* (Cwlth), job applicants are not covered by the employee records exemption and therefore Mercy Education must ensure that they comply with the principles relating to storage and use of personal records.

B19 Appointment of an Acting Principal should be notified to the diocesan Director of Catholic Education if the appointment is in excess of 15 continuous working days.

a. Short-term Acting Appointment

In an instance of short-term replacement of a Principal (for a period of less than one College Term) the appointment is made usually by the Principal in consultation with the Chief Executive. The relevant details should be forwarded to Mercy Education for information and records. In the case of a Short-term Acting Appointment, the Selection and Appointment processes articulated within the policy and procedures of Appointment of Principals do not need to be applied.

b. Medium-term Acting Appointments

Where the term of appointment of an Acting Principal is likely to equate to more than one College Term and up to four College Terms, after Board approval, the Board should seek ratification of the appointment by the Institute Leadership Team and approval from the Archbishop or Bishop. In the case of a Medium-term Acting Appointment, the Selection and Appointment processes articulated within the policy and procedures of Appointment of Principals do not need to be applied.

c. Interim Appointment

Where the term of appointment of an Acting Principal is likely to equate to more than four College Terms, but is less than five years after Board approval the Board should seek ratification of the appointment by the Institute Leadership Team and approval from the Archbishop or Bishop.

An appointment in these circumstances should be utilised in limited circumstances, where a school needs to fill a Principal's position for an 'interim' period, for example, where the school will be merging with another school within the five year appointment period, or where the incumbent is on an extended period of leave. In this case, the Selection and Appointment process articulated within the policy of Appointment of Principals should be applied subject to any necessary adjustments given the short-term nature of the role.

d. Where a Deputy Principal is appointed Acting Principal for a period in excess of 15 continuous working days, such an Acting Principal shall be entitled to receive, for the period of the appointment, a minimum rate of pay prescribed for that Principal position.