

Draft v2.0

Schedule for Change Implementation Plan for Physics

Updated: 21 Mar 2021

This is a living document that will be periodically updated on the Physics intranet.

Purpose: To implement and integrate the strategic intent of the Change Implementation Plan and the findings of the Working Parties. School Guidelines will be developed as necessary during this process. In addition to the staffing principles outlined in the [Change implementation plan](#) the following provides a guide as to the process for implementation at the local School level. Timeframes are presented as a guide and may vary.

		Jan	Feb	Mar	Apr	May/June
Organisation	Departmental structure		Preliminary Departmental staff list circulated ¹ – 17 Feb Head of Department Eol opens ² – 24 Feb Staff lists periodically updated.	Head of Department Eol closes –8 Mar	Heads of Departments announced–1 Apr Heads presents proposed Department name at School Executive ³ – TBA mid-Apr	Department names proposed to Dean
	Technical capability		Technical structure commencement ⁴ – 1 Mar			
	Administration		Administrative structure commencement ⁵ – 1 Mar			
Portfolios	Education	Draft teaching assignment ⁶ – mid Jan	Semester 1 teaching assignment finalised - early Feb	Commence integration with other WPs ⁷ – 27 Mar		Teaching assignment guidelines finalised - xx
	Research			Commence integration with other WPs – 27 Mar		
	Infrastructure			Commence integration with other WPs – 27 Mar	Commencement of assigning labs and offices in new building and reassessment of all space use in existing buildings ⁸ – 26 Apr	
	HDR			Commence integration with other WPs – 27 Mar		

Ancillary Changes:

- The Physics website will be updated over 6 months.
- Account structures (GLCs) will be updated over 2 months. Pre-existing grants will retain their original GLC for the duration of the grant.
- Delegations will be in-step with Head of Department selection.

Notes

1. **Nominations for Department:** Ongoing Academic staff will be asked to nominate a first and second preference for Department allocation to advise Departmental makeup. These nominations do not guarantee outcome as department size and fit will need to be considered. A School-wide announcement of Department staff lists will be published noting that this may be incomplete, and that staff movements are anyways possible. Fixed-term academic staff will retain supervisory lines where available and be associated to their supervisor's new department. Those without supervisors after the change process will be allocated a new supervisor after discussion. College HR will initiate formal notification of changes to individuals including supervisor and a new Position Description.
2. **Head of Department:** The current EoI process for Head selection will be used except the Director will not form an internal panel in this instance and all terms will be set to 3 years. Once Heads have been established the School Executive will be reconstituted to include Associate Directors and Heads.
3. **Depart naming:** Once Departments have been populated they will go through an internal process of proposing a new Departmental name. A period of two weeks will be given for names to be put forward to the School Executive for evaluation. Final recommendations will be forwarded to the Dean of the College of Science for endorsement and then to the VC for consideration. At any stage in this three gate process proposed names may be returned to the Department for revision. The requirement for VC approval means that the final names may not be known for several months and the transitional naming found in the Implementation document will remain tentatively in place.
4. **Technical structure:** Implementation to commence mid-February and will finish around the end of March. In determining the internal structure, relationships and operational workings of the Research technical group, the Infrastructure working party will be engaged to provide recommendations on supervisory lines (reporting and responsibility), roles of the group, etc. Nominated positions for reclassification will be acted upon as supervisor positions are determined.
5. **Administrative structure:** Implementation to commence mid-February and will finish around the end of March. Changes to the administrative structure as outlined in the implementation document require one advertised position (Senior School Administrator (Projects), ANUO6/7) to be filled before enacting. It is intended that this position be advertised in late January and be completed by mid-February. Nominated positions for reclassification will be acted upon as supervisor positions are determined. Reporting lines and associated changes will then be implemented. HR will initiate formal notification of change to individuals.
6. **Coursework Program:** As an understanding of how best to implement this requirement develops the School Executive will develop a guideline to assist future assignments.
7. **Integration WP deliberations:** this will involve listing the likely new School guidelines. This list will establish an independent timeline for detailing the actions.
8. **Lab and Office space:** In preparation for move into the new building an assignment process will start to reassess all currently allocated lab, workshop and office space.