



MSEI POLICY 4.0

APPOINTMENT OF PRINCIPALS IN MERCY SECONDARY SCHOOLS

TIMELINE AND PROCESS FOR THE APPOINTMENT OF PRINCIPALS IN MERCY SPONSORED SCHOOLS

1. PREAMBLE

In the normal course of events, it is assumed that a Principal vacancy in any school is known well in advance. The following procedure will commence in the latter half of the penultimate year of the incumbent Principal's current term.

Whenever a Principal vacancy occurs in a Mercy sponsored school, the Congregation Leader will notify all members of the Melbourne Congregation seeking expressions of interest from suitably qualified and experienced members of the Congregation. The outline below details the timing and various steps in the process of seeking applicants and appointing a new Principal:

2. SEEKING APPLICATIONS From within the Congregation

No later than November in the penultimate year of current contract, the Congregation Leader advertises the vacancy within the Congregation and invites expressions of interest from suitably qualified and experienced Sisters of Mercy (Melbourne Congregation). If after consultation and agreement with the Board, a successful appointment is determined from this, a simultaneous announcement to the Congregation and the College Community is made at the end of February. The initial term of appointment will be for seven (7) years.

If the vacancy was filled by a Sister of Mercy who is currently a Principal, and a further vacancy occurs, this procedure may be repeated. If not or if no suitable Sister of Mercy was available, the position is advertised publicly.

Public advertisement

If a Sister of Mercy is not appointed, no later than March in the final year of current contract, the MSEI Board advertises the position in The Age, at least one national newspaper, and other media as decided. The advertisement will make reference to the fact that experience in a Mercy sponsored or co-sponsored school, or an understanding of the Mercy Tradition in Education, may be advantageous.

3. PREPARATION FOR SELECTION

Application Package:

By November, the Board will contact the current Principal of the School to assist in the preparation of a package for applicants. The package will include an Application Booklet, School 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 Board's Executive Officer for inclusion in the Application Booklet. Final approval by the Board of the Application Booklet and package is required before the printing stage. It is the responsibility of the School to meet printing and other related costs and to have the package available the week prior to the first public advertisement.



MSEI POLICY 4.0

APPOINTMENT OF PRINCIPALS IN MERCY SECONDARY SCHOOLS

Advertising:

By mid February, the Board will finalise the timeline for advertising and approve the advertisement. The cost of advertising is to be met by the School. The process, timeline and advertisement are discussed with the incumbent Principal for comment and clarification prior to implementation.

During March and April, advertisements are placed in *The Age* on consecutive Saturdays and in *The Australian* on the first Saturday. Other media options for advertising (including electronic) are also considered.

Interview Panel:

By early March, the Board will appoint the members and Chair of the Interview Panel which will consist of:

- Two MSEI Board members, including one appointed by the Board to be Chair of the Panel;
- A practising Principal nominated by the Board;
- A representative from School Council nominated by the Principal;
- A nominee of the Diocesan Director of Catholic Education.

During the process of nomination of Panel members, efforts will be made by the Board to include a Sister of Mercy on the Panel who may satisfy one or more of the categories listed above.

4. PROCESS OF APPLICATION:

Enquiries for an application package and submission of applications are directed to the MSEI Executive Officer. Application packages are posted upon request and Referee Forms are included in the package for distribution by the applicant and for direct return to the Executive Officer by the Referees.

Acknowledgment of receipt of applications by the Executive Officer will occur within five working days and applicants are informed of the scheduled date for Round One interviews at this time. Receipt of applications normally close at end of business on the Monday, three weeks after the first advertisement is placed.

5. COSULTATION, INTERVIEW, RECOMMENDATION AND APPOINTMENT PROCESS:

Input from the College Community:

After applications have closed and prior to Interviews, members of the Interview Panel meet at the School with representatives from senior staff and parents to hear the College community's expectations for the new Principal. A light buffet meal is provided by the School for all participants before the formal meeting. A convenient starting time is usually 5.30 pm but final details and organisation of the meeting are to be negotiated between the Panel Chair and the Principal.

Interview and Recommendation of the preferred candidate:

The Interview process normally begins in late April and concludes by mid June to allow an announcement of the Principal-elect before the end of Term Two. The following stages describe the process leading to appointment:



MSEI POLICY 4.0

APPOINTMENT OF PRINCIPALS IN MERCY SECONDARY SCHOOLS

Stage one – Interview list for Round One interviews

Within one or two days of applications closing, a meeting of Panel members is conducted at Mercy Congregation Centre, Alphington to:

- clarify the selection criteria for Panel members;
- 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.

The Panel Chair advises the Executive Officer of selected applicants to be contacted for Round One interviews. Interviews will be conducted at Mercy Congregation Centre, Alphington. Contact is made with applicants by telephone initially and then details of interview times are confirmed in writing. Candidates who are not selected for initial interviews are notified in writing at this point.

Panel members convene at Mercy Congregation Centre to conduct Round One interviews and to ultimately determine a short list for Board approval (usually no more than four applicants). During the interviews, applicants should be alerted to the fact that if they are successful at this interview, they will be invited to a second and final interview.

Immediately after the completion of Round One interviews, Panel members deliberate and select candidates to be shortlisted.

Stage Two – Approval of Shortlisted Candidates

- The short list of candidates is considered by Board members for approval at a regular meeting of the Board or by teleconference;
- After Board approval, the Congregation Leader and Council consider ratification of short-listed applicants at the next available Congregation Council meeting. The ratified short list is forwarded by the Congregation Leader to the Director of Catholic Education to seek approval from the Arch/Bishop;
- The Congregation Leader informs the Panel Chair or Executive Officer of the outcome of Council ratification and Arch/Bishop approval;
- The Executive Officer contacts the approved shortlisted applicants and provides details of the next stages in the process. Candidates not reaching the shortlist are notified by mail at this time.

Stage Three – Tour of the School and Round Two Interviews

Details of an opportunity for shortlisted applicants to tour the School on the following weekend and of the scheduled time for a second interview, are passed on by phone initially and then confirmed in writing. Second round interviews are conducted at Alphington. Further information may be sought by panel members from referees, or other personnel, prior to the final interview. Various techniques and strategies for interviewing may be introduced by Panel members for the second round interview.



MSEI POLICY 4.0

APPOINTMENT OF PRINCIPALS IN MERCY SECONDARY SCHOOLS

Immediately after the second round interviews, the Interview 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.

Stage Four - Appointment

- The Chair of the Panel attends the next MSEI Board meeting at which time Board members will hear the recommendation of the Interview Panel regarding a preferred applicant. If a recommendation is made and Board members approve, the Board moves to appoint the recommended candidate. The Board seeks ratification of the appointment from Congregation Leader and Council;
- Congregation Council consider ratification of the preferred candidate and the Congregation Leader informs the Arch/Bishop if the appointment is ratified;
- At the conclusion of the approval and ratification process, the successful applicant is offered the position and acceptance of the offer is called for in writing, preferably by email. If the offer is accepted, a meeting with the MSEI Chair and Principal-elect is arranged and a letter of appointment clarifying the agreed terms and conditions is presented at the meeting. If necessary, a package of relocation costs can be negotiated;
- An Employment Agreement between the Principal and the Board (as Employer) under CECV and Salary and Condition Board Guidelines is prepared by the Board's legal consultant. The Agreement is prepared in triplicate and signed by the Principal-elect, the Board and the Congregation Leader. Final preparation and signing of the Agreement at times will occur after the public announcement of the appointment is made.

Stage Five – Announcement

As soon as possible, and in consultation with the successful applicant's current employer, the appointment is announced by the MSEI Chair and Congregation Leader at the School and simultaneously to members of the Congregation.