

Dear Colleagues,

The Casual Academic Hire and Pay (CAHP) project team has recently received queries regarding whether it is possible for Heads of Schools to sub-delegate their authority to approve new hires and placements.

Under the [HR Authorisation Schedule \(2017\)](#), both the Head of School and Deputy Head of School are authorised to appoint Casual Academic staff. This authority includes appointing and determining suitable placement of casual academic staff into the programs within the School.

Although supported by policy, the challenge with assigning this work to a Deputy Head of School is that not all Deputy Head of School roles are officially entered in Aurion. Consequently, Deputy Head of School roles are not imported across to the CAHP system, which therefore defaults to the Head of School role to automate the approval workflow.

The CAHP project team is working with the HR Professional Services teams to expedite entry of the Deputy Head of School role information in Aurion, and will subsequently automate access provision (and withdrawal) when role incumbents change.

In the interim, if you would like your Deputy Head of School to approve the appointment of Casual Academics in the CAHP system, please email CAHP_Support@uq.edu.au with your Deputy Head of School's name and their UQ username, and access can be provided manually.

Finally, please note that when a Head of School (HOS) or Deputy Head of School (DHOS) takes annual leave or otherwise becomes unable to access UQ systems to action approvals or perform other duties, another staff member may be appointed to act in their role during the period of absence. To set up an acting appointment, please contact your HR Professional Services team.

If you would like to talk more about the advice provided above then please get back to me.

Regards

Tim