1. **Intent**
   This policy outlines the procedures for making counteroffers to exceptional staff members (both general and academic), who have received an alternative job offer and the University wishes to retain.

2. **Organisational Scope**
   All ECU staff.

3. **Definitions**
   ‘University’ refers to Edith Cowan University.

4. **Principles**
   4.1 Approval of counteroffers can be made by either the Vice-Chancellor, or Deputy Vice-Chancellor (Academic), in accordance with the HR Delegations.

   4.2 Counteroffers are only to be made in exceptional circumstances, in order to avoid the loss of a valuable employee.

   4.3 Counteroffers are only to be made if:
   4.3.1 There is an academic and/or financial case in favour of the appointment;
   4.3.2 The staff member has consistently demonstrated outstanding performance as reflected in their performance management plans;
   4.3.3 The appointee would be judged to be outstanding if being assessed; through the normal processes associated with an advertised position at that level at the University; and
   4.3.4 The position can be sustained financially at the higher level.
4.4 Counteroffers cannot be used for reward and recognition or performance management purposes.

4.5 The appropriate Faculty/Centre and/or external body will fund the cost of appointments made through this process.

4.6 Throughout the appointment process due regard must be given to the University's commitment to equity.

4.7 All decisions reached by the University are strictly confidential until formally announced through the appropriate channels.

5. Policy Content

5.1. Nominations for appointments will normally be submitted to the Deputy Vice-Chancellor (Academic). Such nominations will normally be submitted by the appropriate Executive Dean, Dean or Director.

5.2. Nominations should be supported, where applicable, by the following:
   - A copy of the nominee's full curriculum vitae; and
   - The names of referees, including addresses, telephone numbers, facsimile numbers and, where possible, e-mail addresses. The number of referees should correspond to the number of referees used in the promotion policy; and
   - Two statements, one prepared by the Executive Dean/Dean/Director and another prepared by the Head of School/Branch, indicating the importance of the staff member to the University, why the nominee should receive a counteroffer, and a suggestion of the amount of the proposed counteroffer; and
   - Clear written evidence of the nominee's external offer of employment.

5.3 The Deputy Vice-Chancellor (Academic) reviews the proposed counteroffer request and determines whether to proceed with the assessment. The Deputy Vice-Chancellor (Academic) may approve this step for all positions except Chancellery positions, Professor (Level E), Executive Dean, Dean or Director which will be determined by the Vice-Chancellor, in accordance with the HR Delegations.

5.4 If approval to proceed is granted
   - For academic proposals a panel of a minimum of four staff will convene, at short notice, drawn from members of the University Promotions Advisory Committee, including the relevant Executive Dean, Dean, Director or equivalent (http://www.hr.ecu.edu.au/rem/html/composition.cfm). If the counteroffer includes a professorial position with the University, a professor external to the University in a cognate field must be included in the panel.
   - For general staff a panel of a minimum of three staff will convene nominated by the Deputy Vice-Chancellor (Academic), at short notice, including the relevant Centre Director or equivalent.

5.5 Based on the information provided, the panel will review the nomination, and recommend to the appropriate Line Executive:
   (a) Whether an offer should be made; and
   (b) The terms and conditions of such an offer.
6. **Approval Authority/Responsibilities**

   6.1 The Faculties/Centres and University generally are responsible for the implementation of this policy.

   6.2 The HR Services Centre has the authority to initiate alterations to the Guidelines and Administrative Procedures of this Policy.

   6.3 This policy shall come into effect when endorsed by the Vice Chancellor.

   6.4 The HR Service Centre shall review this policy on a biennial basis.

7. **References**

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<td>Director, Human Resources Service Centre</td>
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<tr>
<td>Approved by:</td>
<td>Vice-Chancellor</td>
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<tr>
<td>Date Approved:</td>
<td>27 June 2002</td>
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| Amendments:      | 24 July 2007  
                  | 3 March 2011 – Reviewed Minor Changes – Approved by Director Human Resources |
| Related Policies/Documents: | |

8. **Contact Information**

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<thead>
<tr>
<th>Contact Person:</th>
<th>Team Leader, People Resourcing and Performance</th>
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<tbody>
<tr>
<td>Telephone:</td>
<td>6304 2020</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:p.mcgann@ecu.edu.au">p.mcgann@ecu.edu.au</a></td>
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