



18 July 2016

Beryl Beauchamp

By email: <mailto:fyi-request-4182-904e1d4b@requests.fyi.org.nz>

Dear Beryl

Official Information Act Request

I refer to your request for information on 26 June 2016 where you requested the following:

“1. All and any documents setting out the hiring criteria, policy, and process used by the schools within the Faculty of Humanities and Social Sciences to hire tutors for undergraduate tutoring jobs.

2. I seek confirmation as to whether current enrolled students at Victoria are prioritised in the allocation of tutor jobs by the schools within the Faculty of Humanities and Social Sciences over applicants who are not current enrolled students at Victoria.

3. If prioritisation has occurred, what legal basis has prioritisation been based upon?”

I can confirm that staff (including tutors) are engaged by the University on the basis of agreed selection criteria and the “Appointment of Tutors and other Teaching and Research Support Staff Guidelines.”

The Guidelines have been in place since 2004. Please note that students currently enrolled at Victoria are not “prioritised” for any tutor roles. Appointment decisions must be based on merit. The Guidelines provide that preference may be given to current post-graduate students applying for the role when comparable applications have been received.

The above only applies in limited cases, and is only one consideration for the hiring Faculty in each case, amongst other considerations including agreed selection criteria which may apply in each case.

Yours sincerely

A handwritten signature in cursive script that reads "Ade Castro".

Annemarie de Castro

DIRECTOR, HUMAN RESOURCES