

The Conferring of Medicine Conjoint Titles - Procedure

Version	Approved by	Approval date	Effective date	Next full review
1.1	Dean, UNSW Medicine	5 December 2019	5 December 2019	30 June 2021
Procedure Statement				
Purpose	The Faculty of Medicine confers Conjoint Titles on individuals involved in the teaching and research functions of the Faculty. The criteria and process for conferring Medicine Conjoint Titles differ from that detailed within the University's <i>Conferring Academic Titles Policy and Procedure</i>. This procedure supports the Standard to Confer Conjoint Titles in the Faculty of Medicine, and processes for such conferrals.			
Scope	This document applies to all applicants seeking conferral of a Conjoint Title in the Faculty of Medicine and holders of conferred Titles within the Faculty.			
Are Local Documents on this subject permitted?	☐ Yes, but Local Documents must be consistent with this University-wide Document			☒ No
Procedure Processes and Actions				

1. Overview of Procedure for Conferring Medicine Conjoint Titles

This procedure is related to the UNSW Conferring Academic Titles Procedure and sets out specific requirements and processes that apply to the conferral of conjoint academic titles by UNSW Medicine. The conferral process for Conjoint Titles may be initiated by a potential applicant contacting the host School/Centre/Institute or Medical Research Institute (MRI) Office. In addition, the process may be initiated by the School/Centre/Institute or MRI, in wishing to recognise an individual eligible for the conferral of an academic title based on his/her contribution; furthermore an appropriate title may be proposed in conjunction with an appointment to a substantive position with one of UNSW's affiliated organisations (e.g. Visiting Medical Officer or Staff Specialist position within a Local Health District (LHD), or a research position at an independent MRI). Applications should always be discussed with the relevant Head of School/Centre/Institute or Director of MRI (or delegate) at the initial stage.

This procedure also relates to the Standard for the Conferral of Conjoint Titles in the Faculty of Medicine, which identifies the following categories of Conjoint Titles:

- a) Conjoint Associate Lecturer
- b) Conjoint Lecturer
- c) Conjoint Senior Lecturer
- d) Conjoint Associate Professor
- e) Conjoint Professor

1.1. Compliance with the Standard and this Procedure – Compliance with the UNSW Standard to Confer Conjoint Titles in the Faculty of Medicine and with this Procedure is mandatory. Applicants must make themselves familiar with the Standard.

1.2. University Policies, Procedures, Guidelines or Other relevant legislation – applicants must make themselves familiar with these and agree to abide by them.

1.3. Conjoint title holders must use the following format in relation to the use of their conferred title:

[First Name] [Surname], [Conferred Conjoint Title]
 [School/Centre/Institute Name], UNSW Medicine

Example: for a Conjoint Associate Professor

Dr Jane Smith, Conjoint Associate Professor
 St George & Sutherland Clinical School, UNSW Medicine

- 1.4. A Conjoint Title can only be conferred upon an individual in respect of a single School/Centre/Institute as the primary site (this is referred to as the School/Centre/Institute where the title is held). This does not preclude teaching, research or student supervision within another School/Centre/Institute or MRI. The title ordinarily will be held in the School/Centre/Institute in which the title holder primarily undertakes his or her clinical or research activities.
- 1.5. All Conjoint Titles shall be for a defined term and the letter advising an applicant of the conferral of a Conjoint Title (**Conferral Letter**) will specify this. At the expiry of the term all access, benefits and privileges granted as a result of the Conjoint Title will cease unless the Conjoint Title is renewed for a further term in accordance with this Procedure. Prior to any renewal, the Faculty will review the contribution made by the title holder during the term of the Conjoint Title, including compliance with the requirements of this Procedure and the Conferring Academic Titles Policy and Procedure. A review of this nature may also be conducted by the Faculty during the term of a Conjoint Title.
- 1.6. In addition, a Conjoint Title may be withdrawn by written notice to the title holder in the circumstances and in the manner described in the Conferring Academic Titles Policy.

Subject to the term of any external employment, the usual duration of Conjoint Titles are as follows:

- Conjoint Associate Lecturer– 1 Year
- Conjoint Lecturer– 3 Years
- Conjoint Senior Lecturer– 3 Years
- Conjoint Associate Professor– 5 Years
- Conjoint Professor – 5 Years

The duration of a conferred title may be altered with the approval of the Dean of UNSW Medicine or appropriate delegate.

- 1.7. The title holder must immediately notify the host School/Centre/Institute in writing of any material changes in circumstance which UNSW Medicine would reasonably wish to be aware of, including but not limited to changes in employment status (that is, when there is a material change in, or cessation of, the title holder's paid/substantive employment or other contractual status with an affiliated LHD/MRI including changes in visa status/work rights, suspension of employment, resignation or expiry of contract or appointment without renewal to the same or a more senior position, retirement, a period of continuous leave of or greater than 3 months in duration, including long service leave, parental leave, sabbatical leave). A change of circumstances notified to UNSW may trigger a review of the title holder's Conjoint Status and results in a decision to modify the conditions of that status or to withdraw Conjoint Title status. UNSW reserves the right to notify relevant third parties of the withdrawal of a Conjoint Title.

2. Initial application for a Conjoint Title

- 2.1. An applicant for a Conjoint Title must submit a fully completed online application. Applications must be accompanied by a full and up-to-date *Curriculum Vitae* with all appropriate supporting documentation. Incomplete applications will not be accepted.
- 2.2. Applications will initially be evaluated at the School/Centre/Institute level. If endorsed at this level, the application will be submitted for approval at the Faculty level by the appropriate Senior Vice Dean (e.g. Clinical Affairs, Education, Research and Academic Operations) or delegate. Certain applications will also require the approval of the Deputy Vice Chancellor Academic (see para 2.4 below).
- 2.3. Reference checks will be conducted prior to any conferral of a Conjoint Title being made. Applicants will be advised by the Faculty of the outcome of their application. The decision on an application is final and there are no rights of review or appeal.
- 2.4. Applications for the conferral of the titles of Conjoint Associate Professor or Conjoint Professor must also be reviewed by the Faculty's Conjoint Academic Conferral Committee chaired by a Senior Vice Dean. The Committee may request an interview with any such applicant. After interview, the Committee will provide the Faculty with its recommendations. Recommendations that are endorsed by the Faculty will be submitted to the Deputy Vice Chancellor (Academic) for approval. The applicant will be notified in writing of the outcome.

3. Contribution Expectations

- 3.1. Throughout the Conferral Period, Conjoint Title holders are expected to demonstrate sustained contributions in teaching and/or research. The nature and extent of contributions will be considered in any review by the School/Centre/Institute during the Conferral Period, and on any application for renewal.

4. Renewals

- 4.1. At least two months prior the end of each Conferral Period, the School/Centre/Institute office will notify the title holder of the expiry date. If the Conjoint Title holder would like the Conferred Title to continue for a further period, an online renewal application must be submitted at least 4 weeks prior the end of the current Conferral Period. An updated CV must also be submitted with the online renewal application.
- 4.2. Any renewal of Conjoint Status must be based on demonstrated, significant and sustained contributions throughout the prior Conferral Period.
- 4.3. Renewal applications submitted online will be assessed (including the verification of contributions) at the School/Centre/Institute level by the Head of School/Centre/Institute or Delegate. The process to renew a conferral of a Conjoint Title will be the same as set out in Section 2 except that interviews may not be required.

5. Application for Progression

- 5.1. Progression rounds for each category of Conjoint Title holder will be conducted once per year.
- 5.2. The holder of a Conjoint Title may apply for progression. The assessment of such a progression request will be based upon demonstrated evidence of an upward trajectory in contribution (and compliance with all UNSW requirements) since the date the current title was conferred or last renewed.
- 5.3. Discussions with the Head of School/Centre/Institute regarding progression should take place well in advance of preparing an application. This must include sufficient time for a Head of School/Centre/Institute to complete the required statement of support for progression.
- 5.4. A Conjoint progression online application form must be completed, indicating the current title conferred and the new title being sought. Applicants must also submit all supporting documentation to the relevant School/Centre/Institute for endorsement. Applications that are endorsed by the Head of School/Centre/Institute must also include a recommendation for the appropriate title on progression, which will then be submitted to the Faculty of Medicine for approval or progression interview.
- 5.5. The following table lists the cut-off and other key dates. Late applications will not be accepted.

For Progression to:	Submission to Head of Campus/ School/ Discipline	Submission via online portal	Faculty Consideration, or Faculty endorsement for DVCA Consideration
Senior Lecturer	First week May	May	July
Associate Professor	First week July	July	October
Professor	First week September	September	December

Note: For Progression to Lecturer, we accept applications throughout the year according to your change in employment status.

- 5.6. The Conjoint Progression Committee will consist of a Senior Vice Dean (as Chair) or delegate, and up to 5 committee members from the Faculty, nominated by the Dean. Members will have expertise in reviewing contributions in teaching and research; and will hold at least the same academic title as

that for which applicants are being considered. The Committee will include male and female members to help ensure equity, diversity and inclusion.

6. Transfer between Schools

- 6.1. Requests to transfer a conferred title between School/Centre/Institutes will require the completion of a renewal application in accordance with this Procedure. Contact conferrals@unsw.edu.au.

7. Withdrawal of Conferred Conjoint Title

The University may withdraw a Conferred Title by notice in writing to the title holder at any time, if, as a result of circumstances of the kind referred to in the Conferring Academic Titles Policy or the Standard to Confer Conjoint Titles in the Faculty of Medicine, the University considers it appropriate to withdraw the Title. All benefits, access, rights and privileges attached to the Title will cease on such a withdrawal.

Accountabilities				
Responsible Officer		Senior Vice Dean, (Clinical Affairs), Faculty of Medicine		
Contact Officer		Senior Vice Dean, (Clinical Affairs), Faculty of Medicine		
Supporting Information				
Legislative Compliance		This Local Document supports the University's compliance with the following legislation: <i>University of New South Wales Act 1989</i> (NSW)		
Parent Document (Policy)		The Standard to Confer Conjoint Titles in the Faculty of Medicine		
Supporting Documents		www.med.unsw.edu.au/Conjoints		
Related Documents		https://www.gs.unsw.edu.au/policy/documents/conferringacademictitlespolicy.pdf		
Superseded Documents		General Principles Conjoints Appointment February 2014 Guidelines for Conjoint Staff Appointments and Promotions Levels February 2010		
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Dean, UNSW Medicine	5 December 2019	5 December 2019	New Procedure
1.1	Dean, UNSW Medicine	5 December 2019	5 December 2019	Minor edit to 5.5 and 6.1