

### Background

UNSW Medicine recognizes and wishes to acknowledge and reward individuals who actively participate in the teaching, research and service functions that allow fulfillment of its mission. In particular, the Faculty acknowledges the enormous contribution to medical student teaching of medical and allied health professionals employed within the hospital and community practice settings.

Awarding of conjoint status carries official recognition of this role by the Faculty, offers certain privileges (eg library facilities), and allows inclusion of these individuals into the academic community of UNSW Medicine.

Information regarding conjoins can be found at:

<http://med.unsw.edu.au/information-conjoint-staff>

### Definitions

1. Conjoint status refers to honorary appointments and does not include individuals who are employed by UNSW as paid tutors or in other paid roles. The Conjoint system is designed for individuals who make a significant contribution to UNSW Medicine. The notional quantity of contribution would be a minimum of 30 hours per year. This contribution could take the form of teaching, research, participating in student examinations, service on committees for the Faculty or any other activity which is part of the business of UNSW Medicine.
2. A conjoint title can be awarded to any individual, irrespective of his/her underlying profession. Thus this title could be used for medical practitioners, nurses, allied health staff, health economists, lawyers, or anyone else making a contribution to the Faculty. Thus, the same general principles would apply to a lawyer teaching a course in health, law and ethics within UNSW Medicine as they would to a scientist based at a UNSW affiliated research institute or a medical practitioner in private practice.
3. The Faculty recognises that the contributions made by individuals will be heterogeneous; some will be predominantly in research, some predominantly in teaching or community service (such as representing the Faculty or the University on an external committee), or the contribution may reflect a mixture of these.

4. The Faculty has developed specific guidelines for appointment and promotion in the conjoint system, detailed below.
5. Contributions to community service where the individual is not representing UNSW will also be considered in the conjoint appointment system, but will not replace the requirement for direct contribution to University teaching, research and/or service. eg, a teaching position such as being the Director of Clinical Training in the hospital system would demonstrate commitment to teaching and evidence of substantial contribution; individuals who serve on College committees, government committees, and/or are awarded honours in recognition of their contributions to medicine.
6. The attached Table provides general principles for levels of appointment, but these are subject to individual consideration for each applicant.

## Benefits for Conjoints

1. Ability to use University title as outlined below
2. Access to University email, library and other campus services
3. Access to various computer programs through School site licences and staff rates, including antivirus software.
4. Ability to put ethics applications through University Ethics Committees
5. Conjoints are eligible for most Faculty and University research grants and are eligible for teaching and other awards.

## Roles and Responsibilities

1. Conjoints are asked to contribute a minimum of 30 hours per year in teaching, and/or research and/or service to UNSW Medicine. The Faculty recognizes that involvement varies at different times and is influenced by the conjoint's substantive position. However, a level of ongoing commitment is required to make the relationship valid.
2. Conjoints are requested to include their affiliation with UNSW on peer reviewed publications. This does not need to replace other affiliations. Conjoints are requested to forward publication citations to the School Manager for inclusion in UNSW Medicine research portfolio.
3. Multiple opportunities exist for conjoint members of staff to be involved in a wide variety of School and Faculty activities. Keeping contact details updated is important.

## Operational Principles

### Initial Applications

1. The appointments process can be initiated by the applicant by making contact with his/her Head of School. In addition, Heads of School should proactively encourage applications from individuals who make a significant contribution within their School.
2. It is important that the applicant reads the relevant background materials, including the UNSW Code of Conduct, and considers the subheadings listed on the UNSW Medicine Application for Conjoint Status form.
3. The application should be discussed with the Head of School and in particular the level of appointment should be nominated in accordance with the guidelines. Special consideration due to individual circumstances (eg an unusual career path or career previously overseas) should be outlined by the Head of School.
4. Appointments will be based on demonstrated performance rather than potential contributions. In the common situation in which conjoint appointment is made concurrent with appointment to a hospital position, such as a staff specialist, the conjoint appointment will be probationary and will be subject to review by the Head of School at the end of the first year.
5. Submission requires a completed UNSW Medicine Application for Conjoint Status form, signed by the applicant and the Head of School, with the suggested level of appointment nominated by the Head of School. A full curriculum vitae is also required.
6. The conjoint application form is submitted by the School Manager (or nominee) to the Conjoint Appointments Officer of UNSW Medicine.
7. Applications for conjoint status are considered by the Conjoint Appointments Committee of UNSW Medicine. This committee is selected by the Dean and includes conjoint and full-time members of the Faculty. Membership is listed on the UNSW Medicine Conjoint webpage (<http://med.unsw.edu.au/information-conjoint-staff>).
8. Appointments will be made to ONE School only, unless special circumstances exist. This is no way precludes teaching, research or student supervision in another School(s).
9. The duration of appointments is as follows:  
Associate Lecturer - 1 year (mostly junior hospital staff or medical staff in training who generally hold annual appointments). All appointments will be required to be either renewed or terminated annually as of 1 March each year. Renewal can be indicated by Head of School and does not require a new application.  
  
Lecturer/Senior Lecturer - indefinite, subject to annual approval by head of School (no requirement to submit renewal application).  
  
Associate Professor/Professor - 4 years (required to then submit renewal application as of 1 July of the calendar year 4 years from the year of appointment).
10. Lists of conjoint staff will be provided to Heads of School and School Managers every 3 months. It is important that lists are kept up to date. Lists of Associate Lecturers for processing of renewal or termination will be sent to Schools prior to 1 March each year. Lists of Associate Professors and Professors who require submission of a renewal application will be sent to Schools prior to the 1 July renewal date each calendar year.

11. Conjoint staff will be provided with documentation that outlines how to refer to their titles. Letterheads of staff should read:
  - a) Dr XY, Conjoint (Senior) Lecturer - UNSW" or some similar format.
  - b) "Conjoint Associate Professor XY" or "Dr XY, Conjoint Associate Professor UNSW" or "Associate Professor XY, conjoint appointee UNSW".

## Re-applications

1. Conjoint staff with time limited appointments are encouraged to reapply towards the end of their initial appointment period. The Clinical School Manager (or delegate) is responsible for reminding conjoins to submit reapplications where necessary, at the designated timepoints (1 March per calendar year for Associate Lecturers and 1 July for Associate Professors and Professors). Every effort should be made to ensure reapplications are submitted. It is a good opportunity to also consider whether an application for promotion should be made and this should be discussed with the Head of School.
2. As the period between application and reapplication is lengthy, an up to date CV should be supplied with reapplication. The form for reapplication is the same form as for initial application (the UNSW Medicine Application for Conjoint Status form). Contact details need to be updated. The form needs to be signed by both the applicant and Head of School and submitted as per the process for initial applications.

## Applications for Promotion

1. Conjoins should be encouraged to apply for promotion when they meet the criteria as outlined.
2. Discussion regarding promotion should occur with the Head of School, preferably in advance of preparing the application.
3. Conjoins can choose to apply through the UNSW-wide system for promotion (<http://www.hr.unsw.edu.au/employee/acad/acadprom.html>) or through the Faculty conjoint system, except in circumstances highlighted below.

### *Promotion to Lecturer and Senior Lecturer through the Conjoint system*

4. After discussion with Head of School, the Application for Conjoint Status form should be completed, indicating the current level of appointment and the level being applied for, and forwarded to the Faculty.

### *Promotion to Associate Professor and Professor*

5. For promotion on the basis of a combination of teaching, research and service (mainly clinicians), applications should be forwarded after discussion with Head of School. The Application for Conjoint Status form should be completed, indicating the current level of appointment and the level being applied for. A letter from the Head of School outlining the achievements and contributions deserving of promotion is required, and other documentation making the case for promotion may be submitted. In the case of applications for promotion to Associate Professor, the decision will be made by the Conjoins Committee. For promotion to Professor, the application is considered initially by the Faculty Conjoint Appointments Committee. If the Committee agrees there is an *a priori* case, the Head of School will be requested to provide six (mainly international) referees who will be contacted for written references.
6. For promotion on the basis of research only (mainly career researchers), applications must be processed through the UNSW system for promotion <http://www.hr.unsw.edu.au/employee/acad/acadprom.html>

## **Transfer between Schools**

1. To transfer from one School to another, notification from the current School to the new School needs to occur through the Faculty Conjoint Liaison Officer. Agreement to accept the transfer is needed from the new Head of School. This gives an opportunity to welcome the conjoint in the new School and allows the conjoint and the School to maximize opportunities for interaction.

## **Termination of Employment**

1. The Deputy Vice-Chancellor (Academic) may in his/her sole discretion revoke a Conjoint appointment at any time by advising the Conjoint appointee of the revocation in writing. The Deputy Vice-Chancellor (Academic) may, but is not obligated to, give reasons for revoking an appointment.
2. Reasons for the termination of a conjoint appointment may include:
  - i) unsatisfactory performance
  - ii) no longer making a significant contribution to the School/Faculty/UNSW
  - iii) failure to abide by UNSW policy, including the UNSW Code of Conduct and the UNSW Code of Conduct for the Responsible Practice of Research
3. In instances where the appointee's (external or internal) employment situation changes or ceases, the conjoint appointment will be reviewed by the Head of School or DVC(A) as appropriate to determine whether the Conjoint appointment should also be terminated. This will be undertaken with appropriate reference to the contribution of the appointee to UNSW and the appointee advised accordingly.

## Attachment | Conjoint Appointments: Associate Lecturer, Senior Lecturer, Associate Professor and Professor

**General Criteria:** Contribution of at least 30 hours per year in research and/or teaching and/or administration on behalf of UNSW

	<b>Associate Lecturer</b>	<b>Lecturer</b>	<b>Senior Lecturer</b>	<b>Associate Professor</b>	<b>Professor</b>
<b>Qualifications:</b>	<p>Basic professional qualifications e.g.: MBBS or equivalent.</p> <p>Medical staff who do not hold a consultant- level appointment can only apply for this level</p> <p>* please consider applying for promotion when achieve a consultant level appointment</p>	As per Associate Lecturer plus specialist qualifications or higher degree. Substantive appointment is at consultant level.	As per Lecturer. PhD, MD or equivalent research experience desirable.	As per Senior Lecturer. PhD, MD or equivalent research experience essential; and/or high level of development of educational methods.	As per Associate Professor. Research doctorate or equivalent essential.
<b>Teaching:</b>	Teaching and supervision of students	As per Associate Lecturer plus likely to participate in assessment of students.	As per Lecturer plus some involvement in course development and management e.g.: coordination of a block of teaching.	As per Senior Lecturer plus significant involvement in course design, development and implementation e.g.: Chair Assessment Committee.	As per Associate Professor. If appointment was purely on teaching, level of participation would be equivalent to Chair of Curriculum Committee for undergraduate medical program and evidence of major educational development.
<b>Research:</b>	Participation in research	Demonstrated capacity to conduct research evidenced by peer reviewed publications.	Significant record of achievement in independent research evidenced by peer reviewed publications and success in attracting research funding.	Excellent record of achievement in independent research evidence by peer reviewed publications and success in attracting research funding. Leadership of research team. Supervision of higher degree students.	A distinguished record of research and publications, evidenced by peer reviewed publications, success in attracting research funding and leadership of a major research enterprise. Supervision of higher degree students.
<b>Service:</b>	Participation in some service role e.g. committees	As per Associate Lecturer but with more responsibilities e.g. significant role (committee Chair or secretary)	As per Lecturer but with major contribution	As per Senior Lecturer but with major contribution in multiple areas, and particularly for UNSW	Recognition of major service by award, citation or other acknowledgement, with active contributions in multiple areas, including for UNSW.