

FACULTY OF MEDICINE
THE UNIVERSITY OF SYDNEY

CONJOINT APPOINTMENTS

Memoranda of Understanding have been signed by the University and the Area Health Services to facilitate conjoint appointments. Conjoint appointees are employees of the relevant hospital/Area Health Service and their conditions of employment are those of the hospital/Area Health Service. They are, however, made members of the appropriate University department(s) in the Faculty and of the Faculty itself in the same way as any other member of the University's academic staff. They have access to University, Faculty and Departmental resources and are able to supervise postgraduate students in their own right. They are required to teach, to conduct research, to deliver clinical service and to offer leadership in the hospitals in the same way as clinically active staff on the University's payroll are. They are also required to submit grant applications on which they are the principal investigator through the University's Research Office. In return, the University will provide them with funds from the Research Infrastructure Block Grant (or other similar scheme) on the same basis as it does to academic staff on its payroll. In essence, the University's obligations to conjoint academic staff are the same as they are to academic staff on its own payroll, except in relation to employment conditions.

Procedures for Conjoint Appointments

1. Conjoint Positions Advertised by the Hospital (Staff Specialist/Senior Staff Specialist and Associate Lecturer/Lecturer/Senior Lecturer/Associate Professor/Professor)

The advertisement should include the statement "The successful applicant will be considered for the award of an appropriate academic title commensurate with his/her qualifications and experience." Sample advertisements for both junior appointments and more senior appointment are [attached](#). It is possible to specify the level of academic appointment but it should be noted that, while it would be possible to make an award at a level lower than the one specified in the advertisement, it would not be possible to make an award at a higher level without readvertisement. Specifying the level of academic title should therefore be avoided. Advertisements for conjoint positions must be endorsed by the Faculty (Tom Rubin or Ria Deamer) before they are placed.

The hospital/Area Health Service collects applications, requests referees' reports, selects the successful applicant and makes an appointment as a Staff Specialist/Senior Staff Specialist in the usual way. After the appointment has been offered/made, the relevant Associate Dean will discuss the appointee's *curriculum vitae* with the Dean who will make a recommendation to the Pro-Vice-Chancellor concerning the likely level of the academic title. The Pro-Vice-Chancellor will then establish a Committee in accordance with the Dean's advice. If a Chair Committee is felt to be necessary, the Pro-Vice-Chancellor recommends its establishment and it will recommend to the Senate's Chair Appointment Committee, normally after interviewing the candidate.

The relevant paperwork ([see Documentation Required by the University Committee](#)) must be forwarded to Ria Deamer in the Faculty Office. The University's Standing Committee for the award of conjoint titles up to the level of Senior Lecturer does not normally meet but conducts its business by circulation, and an award can usually be made within a month of the appointment being made by the hospital/Area Health Service. Decisions regarding awards at the level of Associate Professor normally require a meeting of the relevant committee, and such awards may take up to eight weeks. Decisions regarding awards at the level of Professor always require a meeting of the Chair Committee, and the candidate is normally interviewed. The Chair Committee makes a recommendation to the Senate Chair Committee. This process is relatively lengthy and may take up to three months to complete.

It is appreciated that sometimes a hospital wants a decision made about a title rapidly because the successful candidate has indicated that he/she will only accept the position if a suitable title is assured. While every effort is made to expedite the award of an academic title it is often very difficult to assemble a committee and to conduct an interview (if required) within a short period of time. **Potential applicants should be made aware of the time it is likely to take to make an award at a particular level.**

2. Conjoint Chair Appointments Advertised by the University

Where both the hospital/Area Health Service agree that a conjoint position should be at the Chair level, the position is advertised by the University and selection of the preferred candidate is made in accordance with normal University procedures, with the hospital/Area Health Service being represented on the selection committee. Detailed information about procedures and the documentation required may be obtained from Ria Deamer in the Faculty Office.

SAMPLE ADVERTISEMENT

relatively junior appointment

The University of Sydney

The Children's Hospital at Westmead

Staff Specialist and Conjoint Academic Appointment in The Genetic Metabolic Diseases Service

The Children's Hospital at Westmead

Applications are invited for the above position from suitably qualified medical graduates eligible for registration in New South Wales. Fellowship of the Royal Australian/Australasian College of Physicians is essential. It is expected that applicants will have considerable experience and expertise by having completed training requirements for a consultant position in Clinical Genetics, as stipulated by the Specialist Advisory Committee of the RACP. Possession of a higher degree is desirable. The appointment will be a permanent position of 4 days per week with a possible increase in hours in the future.

The preferred applicant will be considered for the award of a conjoint academic title in the Faculty of Medicine of the University of Sydney at a level commensurate with his/her qualifications and experience. The award of the academic title will also confer membership upon the appointee of the University Department of Paediatrics & Child Health. The academic title will be held for the duration of The Children's Hospital at Westmead appointment. No remuneration is attached to the University appointment. The appointee will be responsible to the University for academic matters and to The Children's Hospital at Westmead for clinical matters.

The Western Sydney Genetics Program, based at the Royal Alexandra Hospital for Children, Westmead, provides a comprehensive and integrated medical genetics service comprising Clinical Genetics, Cytogenetics, Biochemical Genetics, Genetic Metabolic Diseases Service, Molecular Genetics and Newborn Screening. The successful applicant will be part of a team of metabolic geneticists, providing both inpatient and outpatient services at the Royal Alexandra Hospital for Children, Westmead Hospital and outreach areas, and will be expected to participate in an on-call roster.

The appointee will be employed by The Children's Hospital at Westmead. Salary and conditions will be in accordance with the Medical Officers' Hospital Specialists' NSW (State) Award. Duties include provision of on-call clinical services and teaching undergraduate and postgraduate students. A commitment to teaching and research is required.

Enquiries about the position may be addressed to Associate Professor John Christodoulou on (02) 9845 3452 or email: JohnC@chw.edu.au. Application including curriculum vitae and the names and addresses and fax numbers of three and not more than five referees should be forwarded to Associate Professor Peter Procopis by Monday 29 January 2001.

SAMPLE ADVERTISEMENT

senior appointment

The University of Sydney

Northern Sydney Area Health Service

Senior Staff Specialist and Conjoint Academic Appointment in Upper Gastrointestinal Surgical Oncology

Royal North Shore Hospital

Applications are invited from suitably qualified medical graduates for appointment to a newly created conjoint academic position in Upper Gastrointestinal Surgical Oncology at Royal North Shore Hospital. The appointee will be a member of the University Department of Surgery. The role will be to provide leadership in the field of Upper Gastrointestinal Surgical Oncology. The appointee will be a clinician expert in the provision of Upper Gastrointestinal Surgical Oncology with a demonstrated commitment to basic or clinical research and medical education as well as a proven record in organisational and leadership skills. The successful applicant will be considered by the University for the award of an academic title at an appropriate level.

The position will be situated at Royal North Shore Hospital and be responsible for Upper Gastrointestinal Cancer Services within the Hospital. The appointee will provide clinical services within the Division of Surgery at Royal North Shore Hospital.

The successful applicant must be a medical graduate eligible for registration in NSW, with an appropriate specialist qualification (FRACS or equivalent) and possession of a higher degree is expected. The successful applicant will be given appropriate clinical privileges at RNSH; there may also be clinical privileges at other Area Hospitals.

Enquiries concerning the position should be directed to Professor Kerry Goulston, Associate Dean, Northern Clinical School (RNSH) (tel (02) 9926 7097 or fax (02) 9438 2170; email kerry@med.usyd.edu.au) or Professor Leigh Delbridge, Head, Division of Surgery, Royal North Shore Hospital (tel (02) 9926 7014 for fax (02) 9906 3385, email: leighd@med.usyd.edu.au).

The successful applicant will be offered a conjoint academic appointment which will be held during the tenure of the Hospital appointment. No remuneration is attached to the University position. The appointee will be responsible to the University for academic matters and to the Hospital for clinical matters. Staff specialist salary and conditions are in accordance with the Salaried Senior Medical Practitioners (State) Award.

It is anticipated that interviews will be held within three months of the closing date.

The University and the Northern Sydney Area Health Service reserve the right to appoint by invitation and not to proceed with an appointment for financial or other reasons.

Equal employment opportunity and no smoking in the workplace are University and Health Service policies.

Documentation Required by the University Committee

The following documentation is required by the University Committee:

- Advertisement
- Successful candidate's application
- Three written referees' reports
- Report of the hospital/Area Health Service selection committee

Advertisement

A copy of the advertisement as placed must be provided.

Application

Conjoint academic titles are conferred by committees of the Academic Board in accordance with the same criteria as are applied when University staff appointments are made. The University's *Minimum Standards for Academic Levels*, which sets out the qualifications and skills that must be possessed for the various levels of appointment are [attached](#). (Level A relates to Associate Lecturer, Level B to Lecturer, Level C to Senior Lecturer and Level D to Associate Professor and Level E to Professor.)

In order for the University committees to make decisions based on the documentation before them, it is essential that all the necessary information has been supplied. [Attached](#) is a document that sets out in general the information required by the University in making academic appointments. It is suggested that hospital/Area Health Service personnel teams ensure that this document is forwarded to all applicants for conjoint academic positions.

References

The University requires three referees' reports, although applicants may nominate up to five referees. Where the expected academic title is at the level of Associate Professor or Professor, the University would expect at least one, and preferably two, international references. At present, referees' reports submitted to the University committees considering conjoint appointments tend to focus on the candidate's professional accomplishments and do not always adequately address the candidate's academic achievements. As the level of academic title for a particular candidate is largely determined on the basis of his/her academic achievements, such referees' reports are often not very helpful. [Attached](#) is a list of standard questions that are enclosed with all requests for referees' reports sent out by the University. It is suggested that hospital/Area Health Service personnel teams incorporate this material in their request for referees' reports for applicants for conjoint positions.

Hospital/Area Health Service Selection Committee Report

A brief report, including details of the membership of the selection committee, the number of applications received and the reasons why the successful applicant was chosen should be provided.

University of Sydney

Minimum Standards for Academic Levels

(MSAL)

Minimum standards for levels of academic staff, other than a casual employee, are set out below. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position and level of achievement of the academic. The responsibilities of academic staff may vary according to the specific requirements of the institution to meet its objectives, to different discipline requirements and/or to individual staff development.

An academic appointed to a particular level may be assigned, and may be expected to undertake, responsibilities and functions of any level up to and including the level to which the academic is appointed or promoted. In addition, an academic may undertake elements of the work of a higher level in order to gain experience and expertise consistent with the requirements of an institution's promotion processes.

MSAL will not be used as a basis for claims for reclassification.

Level A

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to his or her professional discipline, and undertake administration primarily relating to his or her activities at the institution. The contribution to teaching of Level A academics shall be primarily at undergraduate and graduate diploma level.

Level B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and co-ordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level; engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

Level C

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the co-ordination of a large award program or a number of smaller award programs of the institution.

Level D

A Level D academic will normally make an outstanding contribution to the research and/or scholarship and/or teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area.

A Level D academic will make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in his or her discipline. He or she will make original and innovative contributions to the advancement of scholarship, research and teaching in his or her discipline.

Level E

A Level E academic will provide leadership and foster excellence in research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial or industrial sectors.

A Level E academic will have attained recognition as a leading authority in his or her discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level. A Level E academic will make original, innovative and distinguished contributions to scholarship, researching and teaching in his or her discipline. He or she will make a commensurate contribution to the work of the institution.

THE UNIVERSITY OF SYDNEY

General Guidelines for Applicants for Conjoint Academic Appointments

In determining the level of academic title to be awarded to a conjoint appointee, the University will apply criteria which are identical to those applied when it makes salaried academic appointments. In order to do this, the University committees considering titles for conjoint academic appointees will require a *curriculum vitae* containing the candidate's full name and full particulars in relation to the following:

- qualifications;
- present position and positions held previously;
- research work and other postgraduate studies;
- teaching experience and effectiveness (see guidelines below);
- branches of subject in which the applicant is specially interested and experienced;
- original works published (see guidelines below);
- other relevant experience, for example, clinical, administrative, industrial, consulting.

Teaching

These guidelines are intended to assist applicants to provide the type of information about their teaching which is requested by the University committee considering the award of an appropriate academic title. The following headings are suggested guidelines only, and it is not expected that all applicants will be able to give information under all headings:

1. *Training*

- (a) Teaching qualifications obtained (formal or informal).
- (b) Consolidation of teaching skills by, for example, attendance at workshops/conferences/course on teaching; membership of and contribution to bodies concerned with tertiary teaching; utilisation of educational advice available on campus; participation in programs for assisting new teachers/tutors/demonstrators.

2. *Courses taught*

- (a) Undergraduate courses taught in the last two years of your teaching: subject area (optional or compulsory units); students (faculty, group, year) and number; methods (lecture, tutorial, seminar, practical demonstration).
Where applicable, details of candidates supervised or taught in separate courses for honours (numbers, degrees, subject); number successfully completed; details of last two years' courses/seminars/supervision.
- (b) Postgraduate courses and supervision: candidates supervised or taught (number, degrees, topic); number successfully completed; details of last two years' courses/seminars/supervision.

3. *Teaching preparation and administration at department/school or faculty level*

- (a) Materials prepared for teaching: production of manuals, objectives, outlines, computer programs, practical notes, visual aids, models, textbooks, simulations, reviews for teaching purposes, guides.
- (b) Administration: timetabling, course organisation/supervision; assessment procedures - organisation, development; management of resources/class laboratories/teaching equipment.
- (c) Innovation in teaching: new courses/classes/procedures introduced; curriculum design; new approaches to traditional subjects.

4. *Evaluation of teaching and/or courses taught*

Evaluation by colleagues, results of formally conducted surveys of student opinions, results of any other formally conducted assessments or evaluations.

5. *Any other relevant information*

For example, invited lectures or seminars, training support staff, promotion of your subject through continuing education, schools etc.

Publications

1. The object of appending a list of publications to a *curriculum vitae* is to provide members of selection committees with a list of publications together with sufficient bibliographical details to enable these to be readily identified or located, and an impression gained of size. Adherence to a set form of bibliographical reference is not asked for, however, the following information is required: list of joint authors as published; publisher and place and date of publications; precise page references; journal or book title and volume or edition as appropriate.

2. A work should not be classed as a publication until it has been printed or otherwise mechanically reproduced and is publicly available.

3. The following format and classification is suggested:

Publications

- (a) Books and monographs (list any major critical reviews and where they may be found).
- (b) Articles in refereed journals.
- (c) Other: include in this section such items as theses and dissertations (where these have not been published separately), conference papers (where these have been published in whole or in abstract or included in conference proceedings or the like).

Work in press

This section should include books and articles which have been accepted for publication and have reached at least page-proof or equivalent stage.

Work completed

Include in this section work which has been completed and has been submitted for consideration by an editorial board or similar. An explanatory note should be added, e.g. (typescript submitted to editors of ...).

Work in progress

This section should include notes of work in progress, with an indication of the stage of progress reached and the anticipated date of completion.

It is important:

- (a) to indicate which publications are regarded as major. A major work is one which can be demonstrated to have a significant impact on scholarship in the subject, by, for example, opening up a new line of enquiry or stimulating discussion and scholarly debate;
- (b) where major publications are by joint authors, to indicate the nature and extent of personal involvement both in the carrying out of the research and the preparation of the material for publication.

Brief statement on and list of service and leadership in the Institution/organisation

- (a) A succinct statement, if appropriate to the application, of no more than 500 words outlining the applicant's contribution to service and leadership in the Institution/organisation.
- (b) A listing of service and leadership in the institution/organisation.

Applicants should indicate the contribution made in the positions held, the degree of initiative, judgement and responsibility exercised and the changes and developments where his/her contribution has been substantial and significant.

Brief statement on and list of contributions to the profession and the community

- (a) A succinct statement, if appropriate to the application, of no more than 500 words outlining the applicant's contribution to the profession and the community.
- (b) A listing of positions and contributions.

This category is more relevant to some disciplines than others. Because of the extent of possible contributions, it is neither possible nor desirable to produce an exhaustive list. The list below is indicative only.

Professional activity

Evidence for significant involvement in professional activity might include:

- positions of leadership in professional societies
- liaison with constituencies in ways which promote teaching and research/scholarship/creative work
- organisation of conferences, seminars, field days, professional development courses

- professional consultancies
- commissioned reports
- originality in applied work such as the development of new techniques which have been accepted and used by the profession/industry/community
- structures judged as expanding the discipline
- professional awards and distinctions
- appointment and contribution to outside advisory organisations, tribunals, committees of inquiry because of professional expertise and reputation
- appointment and contribution to boards of management of community and public organisations because of professional expertise and reputation
- appointment as judges on adjudication panels to assess performance and creative work.

Community service

Community service might include activities such as:

- contribution of professional expertise to community organisations
- engagement as a 'public intellectual', for example through participation in public debates
- dissemination and popularisation of research/scholarship/creative work through appearances on radio and television, interviews and articles for the print media and talks to community organisations.

THE UNIVERSITY OF SYDNEY

QUESTIONS REGARDING NOMINEE
(CONJOINT ACADEMIC TITLES)

1. **Knowledge of Nominee:** Over what period of time have you known the nominee and in what way were you associated?

2. **Nominee's academic qualifications:** If you have a special knowledge of the nominee's particular field of study, could you say how he/she ranks as a scholar in this field? What has been the nominee's particular achievement in this field? Are the nominee's interests limited to this field? Has he/she a good grasp of the wider aspects of the subject? Has the nominee published in well reputed journals and how would you estimate the value of his/her publications?

3. **Nominee's teaching experience:** Specify what personal experience and knowledge you have of the nominee's teaching and indicate when you are relying on the opinions of others (colleagues or students).

Give a qualitative evaluation of the nominee's teaching. Refer to such aspects as enthusiasm, innovativeness, extent of formal and informal interaction with students, willingness to give time to teaching and to work with colleagues and students in this, contribution made to the department/school/faculty teaching programme.

Give a specific evaluation of the nominee's abilities in relation to:

 - a) types of teaching (lectures, tutorials, practicals, supervisions);
 - b) levels of students (undergraduate, honours, graduate);
 - c) organisation (materials used, assessment and feedback to students);
 - d) innovations (new courses, novel teaching methods /ideas/approaches, curriculum designs);
 - e) other presentations (seminars, conference papers, etc.)

4. **Administrative experience:** What specific knowledge and experience do you have of the nominee's general administrative ability? Is he/she willing to accept responsibility? Is he/she efficient?

5. **Personality:** Has the nominee the type of personality which enables him/her to work and cooperate easily with persons, both within and outside his/her own department? Do you know whether his/her intellectual interests are confined to academic matters or whether they extend to other areas?
6. **Professorial candidates:** Would the nominee, in your view, be an efficient Head of Department, academically and administratively? Is he/she likely to build up or maintain a strong department? Is he/she likely to command the respect of less senior members of the department?
7. **General:** How do you estimate this nominee's potential? Is the nominee a person you would appoint at this level in your own department?
8. **Recommended Level of Award:** What level of award do you consider appropriate for this nominee? The following titles may be offered: Professor
Associate Professor
Senior Lecturer
Lecturer
Associate Lecturer