

Appointment of Conjoints Procedure

Section 1 - Introduction

(1) This procedure supports the implementation of the [Honorary Academic Titles Policy](#) and must be read in conjunction with that document.

Section 2 - General Procedural Principles

New Appointment

(2) A conjoint application can be considered at any time throughout the year.

(3) Conjoints can be identified through:

- a. expressions of interest which may be called because a Faculty has identified a need and/or opportunity for specialist expertise or knowledge that enhances or supports its goals and activities;
- b. an opportunity presented by a Pro Vice-Chancellor or Head of School or equivalent in their Faculty/School to an individual to explore their interest in making application; or
- c. a Head of School or equivalent is approached by an individual who wishes to make an application; or
- d. at the time of a staff member's resignation or retirement from the University of Newcastle.

(4) The Head of School, or equivalent, will:

- a. liaise with the Pro Vice-Chancellor concerning conjoint appointment opportunities;
- b. consult with the candidate to identify the responsibilities of the role for the term of the appointment in regard to enhancing the University's teaching, research and/or community activities;
- c. complete and forward the application form to the relevant Pro Vice-Chancellor, or equivalent;
- d. prepare the letter of offer using the template, considering role, responsibilities and approve resources and support;
- e. make recommendations to the Pro Vice-Chancellor, or equivalent, of any benefits or privileges that are to be extended to the candidate or the candidate's primary employer;
- f. make recommendations and provide evidence to the Pro Vice-Chancellor for a review of the appointment; and
- g. ensure that conjoint appointees complete the Health and Safety Induction as per the [Health and Safety Guidelines](#).

(5) The Head of School, or equivalent, and potential candidate will discuss the following:

- a. the University's needs;
- b. the potential candidate's qualifications, expertise, skills and knowledge;
- c. the potential candidate's availability;
- d. specific roles and responsibilities to be undertaken;
- e. identification of potential need for academic leader/mentor;

- f. level of appointment based on the Criteria for Assessing the Level of Conjoint Appointment;
- g. identification of the support required; and
- h. compliance with the University's rules, policies and procedures.

The Application

Appointment or Promotion to Conjoint Fellow, Conjoint Lecturer, Conjoint Senior Lecturer and Conjoint Associate Professor

(6) Candidates are to complete the [Conjoint Appointment Application Form](#) and address the following criteria in reference to the Contributions of Conjoint Appointees document, relevant to the appointment.

- a. teaching and learning;
- b. research and innovation; and/or
- c. service and engagement.

(7) The application must also include certified copies of qualifications and a current Curriculum Vitae.

(8) Applications for appointment to Conjoint Associate Professor must also include three (3) referees where at least two (2) of the referees must be from person(s) of international standing who are external to the University

(9) The candidate must send the [Application Form](#) to the Head of School, or equivalent, for assessment and recommendation.

(10) The Head of School, or equivalent, will assess the application considering the following:

- a. the specific roles to be undertaken by the candidate;
- b. assessment of the candidate against the criteria set out in Contributions of Conjoint Appointees; and
- c. assessment of the level of appointment against the criteria set out in Criteria for Assessing the Level of Conjoint Appointment.

(11) The Head of School, or equivalent, will make a recommendation to the Pro Vice-Chancellor, or equivalent.

(12) The Pro Vice-Chancellor, or equivalent, will consider the application and either approve or not approve.

Appointment or Promotion to Conjoint Professor and Conjoint Professor of Practice

(13) Candidates are to complete the [Conjoint Appointment Application Form](#) and address the following criteria in reference to the Contributions of Conjoint Appointees, relevant to the appointment:

- a. teaching and learning;
- b. research and innovation; and/or
- c. service and engagement.

(14) The application must also include certified copies of qualifications, a current Curriculum Vitae and three (3) referees where at least two (2) of the referees must be from person(s) of international standing who are external to the University.

(15) The candidate will send the application form to the Head of School, or equivalent, for assessment and recommendation.

(16) The Head of School, or equivalent, will assess the application considering the following:

- a. the specific roles to be undertaken by the candidate;
- b. assessment of the candidate against the criteria set out in Contributions of Conjoint Appointees; and
- c. assessment of the level of appointment against the criteria set out in Criteria for Assessing the Level of Conjoint Appointment.

(17) The Head of School, or equivalent, will make a recommendation to the Pro Vice-Chancellor, or equivalent.

(18) The Pro Vice-Chancellor, or equivalent, will consider the application and make a recommendation to the Pro Vice-Chancellor (Academic Excellence).

(19) The Pro Vice-Chancellor (Academic Excellence) makes an independent assessment of each application, for final recommendation to the Vice-Chancellor.

(20) The Vice-Chancellor will either approve or not approve the appointment.

Letter of Offer

(21) The Head of School, or equivalent, will advise the unsuccessful candidate in writing of the outcome.

(22) The Head of School, or equivalent, will prepare a letter of offer using the template for the successful candidate. The letter of offer must be signed by the appointee and returned to the University prior to commencement of duties.

(23) The Head of School, or their nominee, will provide the approved application with attachments and accepted letter of offer to Human Resource Services for processing and filing documentation in the University's record management system.

(24) If the successful candidate indicates it is appropriate to their appointment, a letter is sent to the appointee's primary employer (when such exists) by the Head of School, or their nominee, advising of the candidate's successful appointment, and outlining the terms, conditions and benefits being provided to that person.

(25) Conjoint appointees will report to the Head of School, or equivalent, when engaged in University activities.

Section 3 - Reappointment

(26) Reappointment, including consideration of appointment to a higher level, will be undertaken when the current conjoint appointment expires or in the Triennial Review, whichever is the sooner.

(27) Reappointment to a higher academic level will require a new application.

(28) Conjoint's are invited to express their interest in continuing their appointment with a brief statement confirming their contributions, provide an updated Curriculum Vitae and confirm their current employment status.

(29) Representatives from the appointee's Business Unit will meet to discuss and review the contributions made by all conjoints and make a recommendation to either reappoint or not reappoint.

(30) The Head of School, or equivalent, will provide a list of recommendations to the Pro Vice-Chancellor either to approve or not approve the reappointment.

(31) The Pro Vice-Chancellor will consider the recommendations and either approve or not approve.

(32) Where approved, the Business Unit will process the reappointment and send a list of approved conjoint reappointments to Human Resource Services.

(33) Human Resource Services will confirm the processing of the appointment and file documentation in the University's record management system.

Section 4 - Termination of Appointment

(34) Termination of appointment may occur in accordance with the [Honorary Academic Titles Policy](#), and will usually occur at the conclusion of the period of appointment and will be confirmed in writing by the School.

(35) The University or Conjoint Appointee may immediately terminate the appointment prior to the normal term of the appointment by notice given in writing to the Head of School, or equivalent, in which the appointment is held.

Section 5 - Appendices

(36) [Conjoint Appointment Application Form](#).

(37) Criteria for Assessing the Level of Conjoint Appointment.

(38) Indicative Support for Conjoint Appointees.

(39) Contributions of Conjoint Appointees.

Status and Details

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Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
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Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Conjoint appointment" - Appointment of a person who is not employed by the University of Newcastle and who makes a significant contribution to the teaching, research and academic activities of the University without remuneration in the form of salary.

"School" - An organisational unit forming part of a College or Division, responsible for offering a particular course.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.