JMP - Rules Concerning Dean of Medicine - Joint Medical Program

Section 1 - Preamble

(1) According to University of Newcastle Pro Vice-Chancellors, Assistant Deans and Other College Officers Policy, the title "Dean" is a courtesy title conferred by the Vice-Chancellor. Its use is restricted to external academic, professional and other purposes approved by the Vice-Chancellor. The title is not included in formal University academic organisational and administrative structures.

(2) The University of New England "Rule on Decanal Appointments", assigns to the role of Dean, overall administrative, leadership and management responsibilities for a faculty.

(3) The 'Memorandum of Agreement' (MOA) between the University of Newcastle (UON) and the University of New England (UNE) for the establishment and operation of the Joint Medical Program ascribes a range of functions and duties to the role of the Dean of Medicine - Joint Medical Program (JMP) which stand outside the current provisions regarding the role of Dean at either University. Similarly, on the basis of the provisions of the MOA, the BMed-JMP Schedule/Rule assigns a range of responsibilities to the position of Dean of Medicine - Joint Medical Program (JMP) in relation to the delivery of "MEDI" courses/units across the two Universities.

(4) In order to give effect to the provisions of the MOA, which will enable the JMP to be offered consistently and equitably across the two Universities, a discrete Rule is required at both UON and UNE for the position of "Dean of Medicine - Joint Medical Program (JMP)".

Section 2 - Appointment and Term of Office of the Dean Of Medicine

(5) According to the above Memorandum of Agreement, the inaugural Dean of Medicine for the Joint Medical Program shall be the Dean of Medicine of the University of Newcastle.

(6) The Dean of Medicine - Joint Medical Program (JMP) shall be appointed for a period of 5 years from 1 January 2008.

Section 3 - Functions of the Dean of Medicine – Joint Medical Program

(7) The Dean of Medicine - Joint Medical Program (JMP) shall:

a. be accountable to both Universities for the supervision of the academic aspects of the JMP;
b. provide academic leadership for the efficient and effective operation of the Bachelor of Medicine – Joint Medical Program;
c. act as Chair of the JMP Committee which, according to the MOA, is responsible for planning, implementation and management of the JMP including curriculum, assessment, quality and standards. Oversight of JMP quality

assurance is provided by the Academic Senate of the University of Newcastle and Academic Board of the University of New England;

d. through the JMP Committee, make recommendations to appropriate University (UON and UNE) bodies concerning the criteria for admission to the JMP, including mechanisms such as Dean's list, bonus scores etc;
e. through the JMP Committee, advise the relevant Pro Vice-Chancellor's on the resources required for the implementation of the JMP;
f. be an ex-officio member of any sub-committee of the JMP Committee and may choose to preside at any meeting of any such committee and the JMP Governance Committee;
g. be a member of all Selection Committees for the appointment of academic staff to the JMP; and
h. work collaboratively and in consultation with the Heads of School of School of Rural Medicine, UNE; School of Medicine and Public Health, UON, and other Schools involved in the delivery of the JMP.

(8) In relation to the establishment and operation of JMP Clinical Schools, the responsibilities of the Dean of Medicine - Joint Medical Program (JMP) and the Clinical Deans will be prescribed in a Supplementary Agreement to the MOA.

(9) In relation to the delivery of "MEDI" Courses/Units across both Universities, the BMed – JMP Rules and Procedures which ascribe responsibilities to the Dean of Medicine - Joint Medical Program (JMP), will be listed in the Bachelor of Medicine JMP Schedule.

Section 4 - Transfer of Authority

(10) Endorsement of the BMed JMP rules and procedures as listed in the attached Schedule means a transfer of the authorities granted to such officers as Heads of School and Pro Vice-Chancellors in rules and procedures relating to the delivery of non-MEDI courses/units at UON and UNE respectively.

Section 5 - Appointment and Term of Office of Deputy Deans – JMP

(11) Following consultations with the Heads of School – School of Rural Medicine (UNE) and School of Medicine and Public Health (UON), the Dean of Medicine - Joint Medical Program (JMP) may recommend to the JMP Governance Committee, two Deputy Dean appointments – one each at UON and UNE.

(12) The Deputy Deans – JMP shall act for and assist the Dean of Medicine - Joint Medical Program (JMP) in such matters as the Dean may from time to time determine. The responsibilities of Deputy Deans, as determined by the Dean of Medicine - Joint Medical Program (JMP) and approved by the Governance Committee, will be prescribed in a Supplementary Agreement to the MOA.

Section 6 - Acting Dean of Medicine – JMP

(13) In the event of absence of the Dean of Medicine - Joint Medical Program (JMP) for a period exceeding five consecutive working days, the Dean shall appoint one of the Deputy Deans as Acting Dean. The Acting Dean will assume the responsibilities of the Dean of Medicine - Joint Medical Program (JMP) in relation to management and operations of the JMP.

Section 7 - Conflict of Interest

(14) All officers associated with the JMP will perform dual, or more, roles in relation to their responsibilities to both:

a. Medical School; and
b. their University of employment.

(15) All officers involved with the JMP, including the Dean of Medicine - Joint Medical Program (JMP), will exercise due care and diligence in carrying out their roles.

(16) Disputes over alleged conflicts of interests may be resolved through the JMP Dispute Resolution Agreement (Supplementary Agreement to the Memorandum of Agreement for the Establishment and Operation of the JMP).

Section 8 - Summary Listing

(17) BMed – JMP Rules and Procedures which ascribe responsibilities to the Dean of Medicine - Joint Medical Program (JMP) in relation to delivery of “MEDI” Courses/Units at UON and UNE:

a. BMed JMP Schedule/Rule
b. BMed JMP Course/Unit Outlines Policy
c. BMed JMP Rule Governing the Administration of Assessment Items
d. BMed JMP Student Placement Policy
e. BMed JMP Review of Progress Procedure
f. BMed JMP Appeal Against a Final Result Procedure
g. BMed JMP Re-marks and Moderations Procedure
h. BMed JMP School Assessment Body Responsibilities Guideline
i. BMed JMP Essential Criteria in Course/Unit Assessment Policy
j. BMed JMP Course Coordinator Role Guideline
k. BMed JMP Special Circumstances Affecting Assessment Procedure

(18) Also, University-specific policies:

a. UON Academic Integrity and Ethical Academic Conduct Policy;
b. UNE Student Plagiarism and Academic Misconduct: Coursework Policy.

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