



APPOINTMENT OF HONORARY CLINICAL ACADEMICS PROCEDURE

Date first approved:	Date of effect:	Date last amended: (refer to Version Control Table)	Date of Next Review:
15 December 2020	15 December 2020	10 May 2021	15 December 2023
First Approved by:	Chief Operating Officer		
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Responsible Division & Unit:	Human Resources Division and Faculty of Science, Medicine and Health, School of Medicine		
Supporting documents, procedures & forms:	Application for an Honorary Clinical Academic Appointment Appointment of Visiting and Honorary Academics Policy Conflict of Interest Policy Delegations of Authority Policy Intellectual Property Policy		
Relevant Legislation & External Documents:			
Audience:	Public		

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1 Introduction

1. This procedure supports the implementation of the Appointment of Visiting and Honorary Academics Policy and must be read in conjunction with that document.

2 Purpose of Procedure

1. This document outlines the procedure for consideration and approval of honorary clinical academic appointments. Refer to the Appointment of Visiting and Honorary Academics Procedure for all other visiting and honorary appointments.

3 Nomination and Application Process

1. Candidates are to complete the Application for an Honorary Clinical Academic Appointment and address Appendix 1 of the Appointment of Visiting and Honorary Academics Policy - Criteria for Assessing the Level of Visiting and Honorary Academic Appointments, demonstrating achievements relevant to the visiting or honorary appointment in the following categories applicable to the Level of appointment sought:
 - a. Teaching experience;
 - b. Research and innovation;
 - c. Service and engagement.
2. Applications must clearly articulate the contribution that will be made to the University during the appointment in accordance with Appendix 2 of the Appointment of Visiting and Honorary Academics Policy - Contributions of Visiting and Honorary Appointments.
3. Applications must include all supporting documentation as specified in the Application for an Honorary Clinical Academic Appointment.

4 Consideration by the School of Medicine (SOM) Clinical Academic Appointments Committee (CAAC)

1. The Clinical Academic Appointments Committee will normally meet bi-monthly to consider applications.
2. The Clinical Academic Appointments Committee will be made up of the following committee members:
 - a. Dean of Medicine (Chair);
 - b. One (1) academic member of the discipline of Graduate Medicine;
 - c. One (1) academic member of the School of Nursing;
 - d. One (1) academic member of the discipline of Health and Exercise Science;
 - e. One (1) academic member of the discipline of Nutrition and Dietetics
 - f. One (1) current honorary clinical appointment from any of the schools or disciplines providing clinical staff. Members to be rotated annually by discipline; and
 - g. One (1) independent staff member from another academic unit.
3. An Administrative Assistant will act as Executive Officer to the Committee.



4. The Clinical Academic Appointments Committee should have appropriate gender balance. No more than two-thirds (or the nearest whole number) of the Committee should be constituted by any one gender. If this is not possible due to the gender of appointees to the positions, the Chair will act as the Employment, Equity and Diversity (EED) observer.
5. The Executive Officer will coordinate voting which may be submitted electronically prior to the meeting date. Where the votes are unanimously in favour of the appointment, the application is not required to be discussed at a Committee meeting.
6. For an application to be successful, there must be a two-thirds majority (or the next highest whole number) of those present voting in favour.
7. The Committee requires a quorum of 50% plus one.
8. The Chair will make recommendations for appointment to the Senior Deputy Vice-Chancellor based on the Committee outcomes in accordance with the Delegations of Authority Policy.
9. The Executive Officer will coordinate notification to unsuccessful candidates and prepare the letters of invitation for approval by the Director Human Resources.
10. Human Resources will report new and/or renewed clinical academic appointments to each meeting of the Visiting/Honorary Nomination Committee.
11. There is no appeal process against recommendations of the Clinical Academic Appointments Committee and decisions in accordance with the Delegations of Authority Policy.
12. For a further honorary clinical academic appointment, a new nomination and application must be submitted in accordance with this procedure. In addition to the new nomination and application process, a candidate seeking another term must clearly demonstrate their contribution made to the University during the current appointment in accordance with Appendix 1 of the Appointment of Visiting and Honorary Academics Policy - Contributions of Visiting and Honorary Appointments.

5 Letter of Invitation

1. The Administrative Assistant for the School of Medicine Honorary Clinical Academic Appointments will issue letters of invitation to successful candidates.
2. The letter of invitation must be accepted and signed by the appointee and returned to the Administrative Assistant prior to the commencement of duties.

6 Conclusion of Appointment

1. The honorary clinical academic appointment will conclude on the end date specified in the letter of invitation unless terminated.
2. An honorary clinical academic appointment may be terminated earlier in accordance with the Appointment of Visiting and Honorary Academics Policy. Recommendations to terminate an honorary clinical academic appointment prior to the end date are to be discussed with the HR Business Partner in the first instance and must be approved by the Deputy Vice-Chancellor (Research and Innovation).
3. The honorary clinical academic may terminate the appointment prior to the end date by providing written notice to the Dean of Medicine. The written notice must be submitted to the HR Help Desk in order to terminate the honorary clinical academic appointment in the Human Resources system.



7 Roles & Responsibilities

1. In addition to the roles and responsibilities detailed in this procedure:
 - 1.1. The honorary clinical academic will:
 - a. Undertake activities as outlined in their letter of invitation, liaising with the Dean of Medicine or the appropriate discipline lead nominated with their letter of offer where appropriate;
 - b. Advise the Dean of Medicine or the appropriate discipline lead if there are any changes in their circumstances or professional status that may impact on their ability to undertake the activities outlined in the letter of invitation.
 - 1.2. Committee members of the Clinical Academic Appointments Committee will:
 - a. Declare any conflict of interest to the Committee Chair (or Deputy Vice-Chancellor (Health and Communities) in the case of the Committee Chair) prior to the Committee meeting.
 - b. Consider each application carefully and ensure consistency when considering against Appendix 1 of the Appointment of Visiting and Honorary Academics Policy - Criteria for Assessing the Level of Visiting and Honorary Appointments.
 - c. Be required to maintain confidentiality. The proceedings and all records of meetings of the Committee will be kept confidential to the members, observers (if relevant) and Executive Officer of the Committee.



8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	15 December 2020	Chief Operating Officer	New procedure to support the Appointment of Visiting and Honorary Academics Policy.
2	10 May 2021	Chief Operating Officer	Amendment to the composition of the Clinical Academic Appointments Committee and Clause 7.1.1 recognise disciplines other than Medicine. Amendment to Clause 4.7 to stipulate that the Committee Chair will make recommendations for appointment to the Senior Deputy Vice-Chancellor.