

# UNSW Faculty of Medicine

## Standard to Confer Conjoint Titles in the Faculty of Medicine

Version	Approved by	Approval date	Effective date	Next full review
1.0	Dean, UNSW Medicine	5 December 2019	5 December 2019	30 June 2021
<b>Standard Statement</b>				
<b>Purpose</b>	<p>The Faculty of Medicine confers Conjoint Titles on individuals involved in the teaching and research functions of the Faculty. The criteria and process for conferring Medicine Conjoint Titles differ from that detailed within the University's Conferring Academic Titles Policy.</p> <p>The purpose of this standard is to set out additional requirements for conferring Conjoint Titles in Medicine, including:</p> <ul style="list-style-type: none"> <li>• Eligibility criteria;</li> <li>• Expectations of Title holders;</li> <li>• General conditions, benefits and privileges associated with conferred Titles</li> </ul>			
<b>Scope</b>	<p>This Standard applies to all applicants seeking conferral of a Conjoint Title in the Faculty of Medicine and to holders of a conferred Title within the Faculty.</p> <p>This Standard supports the Conferring Academic Titles Policy, the Conferring Academic Titles Procedure and the Conjoint Procedure (UNSW Medicine).</p>			
<b>Are Local Documents on this subject permitted?</b>	<input type="checkbox"/> Yes, but Local Documents must be consistent with this University-wide Document.			<input checked="" type="checkbox"/> No
<b>Standard</b>				

### 1. Introduction

UNSW Medicine recognises that medical and other professionals employed within affiliated hospitals attached to Local Health Districts (LHDs), Medical Research Institutes (MRIs) and other UNSW-affiliated sites make significant contributions to the Faculty's teaching and research functions. Such contributions may be recognised by conferring an appropriate Academic title. Such titles reflect a formal academic affiliation with UNSW. Conferral of such titles brings benefits and privileges, but also obligations. Title holders must comply with the requirements of the University, otherwise their title may be withdrawn.

#### 1.1. Conferral of a Conjoint Title

Conjoint and similar titles are non-salaried arrangements. They cannot be conferred concurrently upon a person who holds a salaried academic position at UNSW.

The conferral of a conjoint title is not an appointment to a position and in no way establishes any employment relationship between the University and the recipient, nor does it alter any existing employment relationship. Title holders must be careful to ensure that they do not represent to others that an employment relationship exists, or that UNSW has a role in endorsing, sponsoring or approving their general business or activities.

The conferral of an academic title does not entitle the recipient to any UNSW salary or other payments or alter any existing salary or other payments.

Conjoint titles may be conferred upon individuals who contribute significantly to the teaching and/or research functions of the Faculty of Medicine at UNSW. Those eligible are:

- Employees of Medical Research Institutes that have a formal affiliation agreement with UNSW;
- Employees of teaching hospitals, Local Health Districts and other bodies that are affiliated agreement with UNSW.

Conjoint title holders are expected to make significant contributions in teaching and/or research to the School/Centre/Institute/MRI/Faculty, consistent with the requirements for such activities set by the University through the relevant Head (or delegate). See the accompanying matrix for the criteria to be used in judging the significance of such contributions.

Social engagement, global impact and leadership activities may strengthen an application, but do not themselves suffice without significant contribution to teaching and/or research. Individuals seeking a conferred title in such circumstances should refer to the University's *Conferring Academic Titles Policy*.

The matrix also sets out the criteria to determine the appropriate conferred title. The Faculty of Medicine reserves the right to offer a conferred title different to that applied for, based on its assessment of the application.

## 1.2. Use of Titles, and Expectations

When using the conferred title, the full title, including the word **Conjoint**, must be used. The appropriate format for the use of the title is set out in ***The Conferring of Medicine Conjoint Titles - Procedure***. The conferred title must not be used in a way which is misleading or deceptive, or likely to mislead or deceive. In particular, use of the Title must not involve a false or misleading representation as to any factual matter – for example, a representation that the Title holder is an employee or agent of UNSW, that the Title holder is carrying on business with or for UNSW, or that UNSW endorses, backs, approves or sponsors the business or activities of the Title holder. The conferred title may only be used for the duration of the conferral (which is set out in the conferral letter).

Title holders must include their UNSW conferred title on publications. The title may be used in addition to their other affiliations.

Title holders are required to obtain an Open Researcher and Contributor ID (ORCID) and regularly review the Annual Research Outputs Collection (AROC) for publications.

Title holders are responsible for notifying their School/Centre/Institute of any changes in their external paid/substantive employment status, employer, or professional circumstances. The Conferral of Titles Procedure (UNSW Medicine) sets out other matters that a Title holder must notify to their School/Centre/Institute.

Title holders are responsible for providing UNSW with current contact details.

A UNSW email address will be allocated to each Title holder and will be used for all formal correspondence. It is the responsibility of title holders to ensure this email address is accessed regularly or forwarded reliably to a different email account.

## 1.3. Duration of Conferral Arrangements

All Conjoint Titles shall be for a defined term, after which all access, benefits and privileges will be withdrawn unless the Title holder submits an application for renewal.

The usual durations of conferred titles are as follows:

- Conjoint Associate Lecturer – 1 Year
- Conjoint Lecturer – 3 Years
- Conjoint Senior Lecturer – 3 Years
- Conjoint Associate Professor – 5 Years

- Conjoint Professor – 5 Years

The duration of a conferred title may be altered with the approval of the Dean of UNSW Medicine, or appropriate delegate.

#### **1.4. Withdrawal of a Conferred Title**

The University at its discretion may withdraw a Conferred Title and associated privileges at any time.

The reasons for the withdrawal of a Conferred Title may include but are not limited to:

- Failing to make a satisfactory contribution, such as no longer contributing significantly to the teaching and/or research activities of the School;
- Engaging in conduct which has an adverse impact on the University or its reputation;
- Acting in a manner which is inconsistent with the strategic priorities of the University;
- Misuse of the conferred title or other non-compliance with the requirements of this Standard, or the Conferral of Titles Procedure (UNSW Medicine), or the UNSW Academic Titles Policy or the UNSW Academic Titles Procedure;
- A material change in or cessation of, the title holder's employment or other contractual status, for example with an affiliated LHD/MRI.

The above list is non-exhaustive.

## **2. Supervision and Conferred Title Holders**

All conferred title holders must report directly to a UNSW employee, typically the Head of the host School/Centre/Institute. Conferred title holders are not permitted to be the supervisor of UNSW employees or other conferred title holders. A conferred title holder has no delegation of authority to act on behalf of UNSW and must not enter into contracts or otherwise incur any debt or liability in UNSW's name or on UNSW's behalf. In certain circumstances a Conjoint Title holder may act as a Notional Supervisor for the purpose of day to day activities.

## **3. Benefits and Privileges**

Conjoint title holders may be granted access to a number of benefits and privileges and availability may be determined on a case by case basis, including:

- Use of the conferred Title in accordance with this Standard and the Conferral of Title Procedure UNSW Medicine
- Access to a UNSW email address i.e. name@unsw.edu.au
- Access to various computer programs through UNSW site licences including antivirus software
- Access to academic pricing on certain products including computer software and hardware purchased for non-commercial purposes
- Access to development opportunities in educational practice offered by the Faculty and University
- Access to a UNSW Outreach Librarian; access to bibliographic research assistance and access to over 2.7 million items through the UNSW Library
- Access to Search First – the electronic gateway to the UNSW e-journal collections, currently over 23,000 titles
- Access to UNSW Grants Management Office, Research Strategy Office and Faculty expertise when applying for grants with research funding bodies

- Eligibility for various Faculty and University research grants and contracts
- Access to UNSW research facilities
- Access to research development opportunities and research workshops e.g. through the Research Development Unit, including opportunities for Early Career Researchers as appropriate
- Opportunity to host a public research profile on UNSW's Research Gateway
- Access to the University's Ethics Committee, Research Ethics and Compliance support and Research Integrity Advisors
- Access to BORIS, the UNSW research metrics system
- Opportunities to supervise Higher Degree Research candidates, Honours and Independent Learning Program candidates
- Eligibility for certain teaching and research awards
- Access to Learning and Teaching Forums and Workshops
- Access to certain UNSW professional development activities
- Opportunities to participate in School/Faculty meetings, committees and other activities
- Access to the UNSW Division of Philanthropy, including training and support
- Access to discounts on a range of other products and services using UNSW negotiated rates including restaurants, airline lounge programs, gift vouchers and travel

#### 4. Local Health District and Other Partner Expectations

UNSW recognises that Conjoint titles are frequently conferred upon individuals who hold concurrent clinical privileges in affiliated Hospitals. Our affiliates, including hospitals and Local Health Districts, strongly support staff undertaking research and teaching as part of their professional activities and their affiliation with UNSW, but also expect those title holders to fulfil their clinical and other appropriate responsibilities.

UNSW is committed to working with Local Health Districts and other hospital and health organisations to ensure optimal delivery of research, teaching and clinical activities. UNSW undertakes to adopt a shared model of accountability, responsibility and transparency with respect to the conduct and activities and oversight of its conferred title holders. Accordingly, the appropriate staff at each affiliated institution will be notified by UNSW of conferrals of conjoint titles on staff of that institution, and of any changes in such conferrals.

Version	Approved by	Approval date	Effective date	Next full review
1.0	Dean, UNSW Medicine	5 December 2019	5 December 2019	30 June 2021
<b>Accountabilities</b>				
<b>Responsible Officer</b>	Senior Vice Dean (Clinical Affairs), Faculty of Medicine			
<b>Contact Officer</b>	Senior Vice Dean (Clinical Affairs), Faculty of Medicine			
<b>Supporting Information</b>				
<b>Legislative Compliance</b>	This Local Document supports the University's compliance with the following legislation: <i>University of New South Wales Act 1989 (NSW)</i>			
<b>Parent Document (University-wide Document)</b>	<a href="https://www.gs.unsw.edu.au/policy/documents/conferringacademictitlespolicy.pdf">https://www.gs.unsw.edu.au/policy/documents/conferringacademictitlespolicy.pdf</a>			
<b>Supporting Documents</b>	<a href="http://www.med.unsw.edu.au/Conjoints">www.med.unsw.edu.au/Conjoints</a>			

<b>Related Documents</b>	<p>Include titles and URLs</p> <p><a href="#"><u>Conferral of Academic Titles</u></a>  <a href="#"><u>Conferring Academics Titles Procedure</u></a>  <a href="#"><u>UNSW Code of Conduct</u></a>  <a href="#"><u>Research Code of Conduct</u></a>  <a href="#"><u>Intellectual Property Policy</u></a>  <a href="#"><u>Conflict of Interest</u></a>  <a href="#"><u>Equity, Diversity and Inclusion Policy</u></a>  <a href="#"><u>Fraud and Corruption Prevention Policy</u></a>  <a href="#"><u>Gifts and Benefits Procedure</u></a>  <a href="#"><u>Acceptable Use of UNSW Information and Communication Technology (ICT) Resources Policy</u></a>  <a href="#"><u>Acceptable Use of UNSW Information and Communication Technology (ICT) Resources Procedure</u></a>  <a href="#"><u>Authorship and Resolving Disputes between Authors Procedure</u></a>  <a href="#"><u>Centre Procedure</u></a>  <a href="#"><u>Complaint Management Policy</u></a>  <a href="#"><u>Complaint Management Procedure (External)</u></a>  <a href="#"><u>Handling Research Material &amp; Data Procedure</u></a> and <a href="#"><u>Handling Allegations of Research Misconduct Procedure</u></a>  <a href="#"><u>Higher Degree Research Supervision Procedure</u></a>  <a href="#"><u>Progress Review and Confirmation of Research Candidatures Procedure</u></a>  <a href="#"><u>Legislative Compliance Policy</u></a>  <a href="#"><u>Open Access Policy</u></a> and <a href="#"><u>Open Access and UNSWorks Guidelines</u></a>  <a href="#"><u>Paid Outside Work by Academic Staff Policy</u></a>  <a href="#"><u>Plagiarism Policy</u></a>  <a href="#"><u>IT Security Policy – Information Security Management System (ISMS)</u></a></p> <p><a href="#"><u>IT Security Standards</u></a>  <a href="#"><u>Sexual Misconduct Prevention and Response Policy</u></a>  <a href="#"><u>Staff Complaint Procedure</u></a>  <a href="#"><u>Student Complaint Procedure</u></a>  <a href="#"><u>Unreasonable Complainant Conduct Procedure</u></a>  <a href="#"><u>UNSWorks Digital Preservation Procedure</u></a>  <a href="#"><u>zID Usage Guideline</u></a>  <a href="#"><u>Health Practitioner Regulation National Law (NSW) No 86a</u></a></p>			
<b>Superseded Documents</b>	<p>General Principles Conjoint Appointment February 2014</p> <p>Guidelines for Conjoint Staff Appointment and Promotion Levels February 2010</p>			
<b>Revision History</b>				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Dean, UNSW Medicine	5 December 2019	5 December 2019	New Standard document