



# Appointment of Conjoint Academic Staff procedure

## Section 1 - Preamble

- (1) This Procedure is effective from 1 January 2021.
- (2) This Procedure includes the following schedules:
  - a. [Schedule A: Levels of Appointment of Conjoint Academic Staff](#)
  - b. [Schedule B: Conditions for Appointment of Conjoint Academic Staff](#)

## Section 2 - Purpose

- (3) This Procedure outlines the appointment process for conjoint academic staff.

## Section 3 - Scope

- (4) This Procedure applies to the appointment of conjoint academic staff. It does not apply to honorary staff.

## Section 4 - Policy

- (5) This Procedure is pursuant to the [Employment of Staff policy](#).

## Section 5 - Procedure

### Nomination of a candidate for appointment

- (6) The criteria for each level of conjoint academic appointment will be as set out in [Schedule A: Levels of Appointment of Conjoint Academic Staff](#).
- (7) The conditions for appointment of conjoint academic staff will be as set out in [Schedule B: Conditions for Appointment of Conjoint Academic Staff](#).
- (8) The term of appointment may be for an initial term of between one and three years and may be renewed for further periods of up to three years.
- (9) Two references are required for an appointment up to level C.
- (10) Three references are required for level D or E appointments.
- (11) The Head of School or Director will nominate a candidate for appointment as a Conjoint Academic Staff member by submitting the [Combined Conjoint and Casual Appointment Nomination form](#) to the relevant Pro Vice-Chancellor or

Executive Dean.

(12) Where the relevant Pro Vice-Chancellor or Executive Dean supports a proposal for a new appointment at the level of conjoint professor (Level E), the Executive Director, Human Resources or nominee will refer the proposal to the Conjoint Professors Committee for endorsement.

## **Approval of appointments**

(13) Conjoint Academic Staff are appointed as staff of the University to undertake teaching and/or research for the University. Appointments up to Level D and all reappointments can be approved either by the relevant Faculty Executive Dean or the Pro Vice-Chancellor with research responsibilities (on authority from the Vice-Chancellor) depending on the nature and situation of the appointment.

(14) The Executive Director, Human Resources or nominee will refer proposals (see clause 7 above) to the Conjoint Professors Committee, via circulation, for their consideration. The Committee will consider the proposal and make a recommendation to the Vice-Chancellor.

(15) The Vice-Chancellor will either approve or decline the appointment.

(16) The Executive Director, Human Resources or nominee will advise the candidate the outcome of the nomination in writing.

(17) The Vice-Chancellor will report all new conjoint professor appointments (Level E) to the Academic Board and University Council at the next opportunity following each appointment.

## **Section 6 - Definitions**

(18) For the purpose of this Procedure:

- a. Conjoint academic staff: individuals whose primary employment is with an organisation, agency or entity external to the University, who are appointed as staff of the University to undertake teaching and/or research for the University. The conjoint nature of the relationship lies in the appointees' ability to carry out the teaching or research role for the University being dependent on their external position.
- b. Conjoint Professors Committee: a committee set up to consider proposals for appointment of conjoint professors and make recommendations to the Vice-Chancellor. The Conjoint Professors Committee comprises the following:
  - i. Deputy Vice-Chancellor Research or nominee
  - ii. Deputy Vice-Chancellor Education or nominee
  - iii. Chair, Academic Board or a nominee, who should be a member of the Professoriate.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st January 2021
<b>Review Date</b>	1st February 2021
<b>Approval Authority</b>	Council Secretary
<b>Approval Date</b>	18th December 2020
<b>Expiry Date</b>	To Be Advised
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