Adjunct, Clinical and Associate Titles Procedure

Related Policy: Adjunct and Clinical Titles Policy

Responsible Officer: Provost

Approved by: Provost

Approved and commenced: January, 2016

Review by: January, 2019

Responsible Organisational Unit: Office of the Provost

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1 Objective

The objective of this procedure is to specify the processes for the nomination, selection, conferral and renewal of holders of Adjunct, Clinical and Associate Titles at the University of Tasmania. It should be read in conjunction with the Adjunct, Clinical and Associate Titles Policy.

2 Scope

The procedure covers all Adjunct, Clinical and Associate Titles, as defined in the Adjunct, Clinical and Associate Titles Policy. It affects all staff involved in the nomination, selection, conferral, supervision and renewal of holders of Adjunct, Clinical and Associate Titles and the holders of such titles.

3 Procedure

3.1 Nomination materials

Nominations may be made at any time by a University employee, the nominator will normally be a Head of School, National Centre or Section (henceforth referred to as the Head).

All nominations for Adjunct, Clinical and Associate Titles must include:

- Completed Adjunct, Clinical and Associate Titles Nomination and Renewal Form
- Rationale for the conferral provided by the Head, which:
  - outlines the nominee’s expected contribution to the work of the University
  - states the benefits expected to flow to the University
- Where the nominee has previously held an Adjunct, Clinical, Associate or equivalent title with the University of Tasmania, a short statement of the tangible outcomes of the period as a title-holder
- Brief, current curriculum vitae of the nominee (5 pages or a web hyperlink).

3.2 Nomination, selection and approval processes

It is imperative that the appropriate category of title has been determined. Please refer to the Adjunct, Clinical and Associate Titles Policy for the intended purpose of each category and the qualifications required.

3.3 Adjunct, Clinical and Associate Titles at Professor and Associate Professor level

The nomination process for the titles at Professor and Associate Professor level is as follows:
For the titles of:

- Adjunct Professor
- Clinical Professor
- Adjunct Associate Professor
- Clinical Associate Professor

Procedure

1. The Head forwards the nomination materials electronically to the Dean/Head of Institute/Head of Division (henceforth referred to as the Dean) for endorsement.

2. The Dean quality assures and evaluates the nomination, using a locally determined process, and confirms the Faculty’s endorsement of the nomination. This confirmation will normally take the form of a memo, which is added to the nomination materials.

3. The Dean forwards the nomination materials and their endorsement to the Provost and notifies the Head that he or she has done so.

University staff members who seek to be an Adjunct, Clinical or Associate title holder in another faculty or institute at the same level would be automatically approved on the basis of written recommendations of the relevant Deans, Directors or Principals, submitted to the Provost’s office. The intention will be that this would normally be approved for all staff other than in exceptional circumstances.

4. The Provost will convene a meeting of the Adjunct, Clinical and Associate Titles Committee to consider nominations. The Adjunct, Clinical and Associate Titles Committee will meet and the dates will be provided on the web. However, in special circumstances, the committee may consider nominations by circulation out of session.

5. The Adjunct, Clinical and Associate Titles Committee may accept or reject a nomination or it may seek more information from the relevant Dean or Director.

6. If the Adjunct, Clinical and Associate Titles Committee approves a nomination, the Provost sends notification and all nomination materials to Human Resources and notifies the Dean and Head of the outcome.

7. Human Resources sends a letter of offer on behalf of the Provost to the nominee, which is copied to the Dean and Head. This will include documentation of policies relating to workplace risks and responsibilities associated with their University affiliation.

8. The nominee signifies their acceptance of the title by signing the letter of offer and by completing the—Adjunct, Clinical and Associate Titles Checklist and returning both documents to Human Resources.
9 Human Resources notifies the following of the conferral:
- Provost (for reporting to Council, Vice-Chancellor and Academic Senate)
- Dean
- Head
- Alumni Office

10 The details of the conferral are entered into the Human Resources Management System (HRMS), and a personnel file maintained for the Adjunct and Clinical Title-holder by Human Resources.

Where a title holder is appointed across multiple entities, the HRMS would maintain separate records to recognise the appointment held with the different entities.

3.4 Adjunct, Clinical and Associate titles at other levels.

The nomination process for the titles at Adjunct Senior Lecturer, Adjunct Senior Researcher, Clinical Senior Lecturer, Adjunct Lecturer, Adjunct Researcher, Clinical Lecturer and University Associate level is as follows:

For the titles of:
- Adjunct Senior Lecturer
- Adjunct Senior Researcher
- Clinical Senior Lecturer
- Adjunct Lecturer
- Adjunct Researcher
- Clinical Lecturer
- University Associate

Procedure

1 The Head forwards the nomination materials electronically to the Dean/Head of Institute/Head of Division (henceforth referred to as the Dean).

2 The Dean quality assures and evaluates the nomination, using a locally determined process.

3 The Dean forwards the nomination materials to a local selection committee of their choosing for consideration (for example, the Faculty Executive Committee or Institute Board).

4 If the local selection committee approves the nomination, the Dean sends notification and all nomination materials to Human Resources and notifies the Head.

5 Human Resources sends a letter of offer on behalf of the Dean to the nominee, which is copied to the Head. This will include documentation of policies relating to workplace risks and responsibilities associated with volunteering at the University.
6 The nominee signifies their acceptance of the title by signing the letter of offer and by completing the Adjunct, Clinical and Associate Titles – Indemnity/Induction Checklist and returning both documents to Human Resources.

7 Human Resources notifies the following of the conferral:
   • Provost (for reporting to Council, Vice-Chancellor and Academic Senate)
   • Dean
   • Head
   • Alumni Office

8 The details of the conferral are entered into the HRMS, and a personnel file maintained for the Adjunct and Clinical Title-holder by Human Resources.

3.5 Renewal of Adjunct, Clinical and Associate Titles

All appointments will be managed centrally and all appointments will have default finish dates at the end of each year for the Committee to reconsider for renewal and for new nominations to be included for discussion. Approximately six months before the expiration of the term of conferral, Human Resources will contact the Head to alert them to the opportunity for renewal.

Nominations for renewal of Adjunct, Clinical and Associate Titles must be made using the Adjunct, Clinical and Associate Titles Nomination and Renewal Form. The form must be accompanied by documentation as outlined in 3.1 above:

Depending on the category of the title, the renewal process will proceed according to steps set out in either section 3.2.1 or 3.2.2.

3.6 Termination of Adjunct, Clinical and Associate Titles

Individuals holding Adjunct, Clinical and Associate Titles are required to conform to University policy and normal expectations of good practice. Conferral of an Adjunct, Clinical and Associate Title may be terminated by the Vice-Chancellor if the title-holder fails to adhere to this requirement or fails to undertake the activities expected when the conferral took place. In such circumstances, the Vice-Chancellor will advise the title-holder formally of the termination and copy this advice to the responsible organisation unit, the Provost and Human Resources.

4 Definitions and Acronyms

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<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Organisational Unit</td>
<td>Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise</td>
</tr>
<tr>
<td>Dean</td>
<td>Dean, Head of Institute or Division</td>
</tr>
<tr>
<td>Head</td>
<td>Head of School, National Centre or Section</td>
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# Supporting Documentation

- *Adjunct, Clinical and Associate Titles Policy*
- *Adjunct, Clinical and Associate Titles Nomination and Renewal Form*

## Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Version 1 – <em>Voluntary Positions Procedure</em>; approved March, 2012;</th>
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<tbody>
<tr>
<td></td>
<td>Version 2 – <em>Adjunct and Clinical Titles Procedure</em> (current document); approved December, 2013.</td>
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