

**UNIVERSITY OF TASMANIA  
SCHOOL OF MEDICINE**

**GUIDELINES FOR CLINICAL ACADEMIC APPOINTMENTS**

The following guidelines for Clinical Academic Appointments in the School of Medicine follow the Policy and Procedures for Honorary, Visiting, Clinical and Adjunct Appointments in the University of Tasmania.

All applicants or nominees for appointment or promotion must provide information to the Head, School of Medicine through the relevant Associate Head of School or Head of Discipline.

The following details should be provided for all appointments:-

- current contact details
- details of academic and other qualifications (primary, postgraduate)
- details of registration
- details of past and present contributions to teaching
- details of recent academic accomplishments in research
- a list of recent publications in international refereed journals
- a list of other publications (book chapters, abstracts etc)
- a current curriculum vitae
- names of three suggested referees

Applicants at each level must address the selection criteria with particular reference to teaching, research, service to the University, profession and/or Discipline and Community, according to the criteria for appointment of Clinical Academics to the School of Medicine.

**Clinical Teacher, Clinical Lecturer, Clinical Senior Lecturer**

All applications/nominations will be considered initially by the School of Medicine Executive Committee. In the case of appointments up to and including Clinical Senior Lecturer, the School recommendation will be forwarded by the Head of School to the Dean of the Faculty who, on approval of the application, will arrange for a letter of appointment to be forwarded.

**Clinical Associate Professor**

In the case of an application for Clinical Associate Professor being supported by the School Executive, the Head of School will write to the Chairman of the Clinical Academic Appointments Committee recommending the appointment, providing an assessment of the candidate's standing and recent contribution to the profession, enclosing copies of the supporting documentation and the written statement of three referees. At least 2 of the referees should have an academic appointment as Associate Professor or Professor.

The application will be considered by the Clinical Academic Appointments Committee and if approved an appointment letter will be forwarded by the Deputy Vice Chancellor.

## **Clinical Professor**

In the case of an application for Clinical Professor being supported by the School Executive, the Head of School will write to the Clinical Appointments Committee recommending the appointment and providing an assessment of the candidate's standing and recent contribution to the profession, enclosing copies of supporting documentation and written statements from three referees. At least two of the referees should hold a Professorial academic appointment. If the Clinical Academic Appointments Committee approves the application/nomination, the Vice Chancellor will be asked to convene a specially constituted committee for each candidate, which after deliberation, will make a recommendation for appointment by the University Council.