

FACULTY OF MEDICINE AND HEALTH – HONORARY TITLES PROVISIONS 2020

CONTENTS

CONTENTS	1
1 Purpose and application	2
2 Commencement.....	2
3 Definitions	2
PART ONE – HONORARY TITLES GENERALLY	3
4 Standard privileges of honorary title holders	3
5 Privileges to which honorary titles are not entitled	4
6 Additional privileges for high-performing honorary title holders	4
7 Application process for additional privileges.....	5
PART TWO – PROFESSORS EMERITI	5
8 Requirements for awarding Professors Emeriti titles.....	5
9 Faculty Professors Emeriti Awards Committee	6
10 Process for awarding Professors Emeriti titles	6
11 Unsuccessful applications	7
PART THREE – ADJUNCT OR CLINICAL HONORARY TITLES	8
12 Requirements for awarding adjunct or clinical honorary titles	8
13 Faculty Senior Clinical Titles Committee	9
14 Awarding adjunct or clinical honorary titles	9
15 Conditions of holding adjunct or clinical honorary titles.....	12
16 Faculty Affiliation Review Panel.....	12
17 Duration and renewal of adjunct or clinical honorary titles	13
18 Unsuccessful applications	14
PART FOUR- ADMINISTRATIVE MATTERS	15
19 Recordkeeping.....	15
20 Rescissions and replacements	15
Notes	15
Amendment history	16
SCHEDULE ONE	17
SCHEDULE TWO	18
SCHEDULE THREE	19
SCHEDULE FOUR	22
SCHEDULE FIVE	24
SCHEDULE FOUR	22
SCHEDULE FIVE	24
SCHEDULE SIX	25

1 Purpose and application

- (1) These provisions:
- (a) give effect, within the Faculty of Medicine and Health, to the [Honorary Titles Policy 2013](#) ("the policy") and the [Honorary Titles Procedures 2013](#) ("the procedures");
 - (b) apply in addition to the policy and procedures; and
 - (c) specify the processes:
 - (i) for awarding and renewing honorary titles; and
 - (ii) for high-performing honorary title holders to apply for additional privileges.
- (2) These provisions do not apply to:
- (a) honorary title holders with conjoint titles; or
 - (b) nationally competitive peer-reviewed fellowships.

2 Commencement

These provisions commence on 10 November 2020.

3 Definitions

- (1) Words and phrases used in these provisions and not otherwise defined in this document have the meanings they have in the policy and procedures.

EBN	means Executive Briefing Note , which is an online process used by the Faculty
Faculty Affiliation Review Panel (FARP)	means the committee of that name established by clause 16 of these procedures, which is responsible for considering applications for renewal of titles of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor, and making recommendations to the relevant delegate.
Faculty Professors Emeriti Awards Committee (FPEAC)	means the committee of that name established by clause 9 of these procedures, which is responsible for considering expressions of interest in Professors Emeriti titles and making recommendations to the Executive Dean.
Faculty Senior Clinical Titles Committee (FSCTC)	means the committee of that name established by clause 13 of these procedures, which is responsible for considering applications for the titles of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor, and making recommendations to the relevant delegate.

Faculty Space Committee	means the committee of that name established by the Faculty of Medicine and Health – Space Management Local Provisions 2019 , which is responsible for making recommendations to the Executive Dean on decisions about space allocation.
Head of School	includes, where appropriate, Head of School and Dean.
Medical Research Institute	means an independent, not-for-profit organisation established for the purposes of conducting medical research and with which the University has an affiliation.
senior supervisor	means, as appropriate: <ul style="list-style-type: none">• a Head of Clinical School from the Sydney Medical School;• a Head of Discipline from the School of Medical Sciences;• a Director of Discipline, Director of Education or Director of Academic Career Development from the Sydney Dental School;• a Director of Discipline, Director of Education or Director of Academic Career Development from the Sydney School of Health Sciences;• a Director of Discipline, Director of Education or Director of Academic Career Development from the Sydney School of Public Health;• a Director of Discipline, Director of Education or Director of Academic Career Development from the Sydney Nursing School; or• a Director of Education or Director of Academic Career Development from the Sydney Pharmacy School.
relevant delegate	means the occupant of the position holding the appropriate delegation under the University of Sydney (Delegations of Authority) Rule 2020 .

PART ONE – HONORARY TITLES GENERALLY

4 Standard privileges of honorary title holders

- (1) Honorary title holders are entitled to apply for standard privileges, which include:
- (a) a library card to obtain access to the University library;
 - (b) an “@sydney” email account;
 - (c) a UniKey log-in to access the University’s intranet.

Note: See clause 21(3) of [the policy](#).

- (2) Honorary title holders should request standard privileges as part of the initial application process.
- (3) Except in the case of Professors Emeriti, standard privileges will be:
 - (a) granted for the duration of the honorary title; and
 - (b) reviewed at the time the title is renewed.
- (4) The Executive Dean may also authorise honorary title holders to:
 - (a) participate in faculty or school activities, upon recommendation of the relevant Head of School; and
 - (b) access a workstation in a designated space, by arrangement with the relevant Head of School.

5 Privileges to which honorary titles are not entitled

- (1) Honorary title holders will not normally have access to:
 - (a) University corporate cards;
Note: Honorary title holders should access available consultancy funds for travel and related expenses through Concur.
 - (b) University services, including:
 - (i) UniBuy, for procurement activity;
 - (ii) Information and Communications Technology; or
 - (iii) Central Operations Services;
 - (c) University laboratory, office or research space, including:
 - (i) dedicated laboratory space;
 - (ii) other dedicated research space; or
 - (iii) office space;
 - (d) administrative support, including:
 - (i) executive officers; or
 - (ii) assistants.

6 Additional privileges for high-performing honorary title holders

- (1) The Executive Dean may approve finance, services, administrative support or laboratory or research space for high-performing honorary title holders for short periods, providing the following criteria are met:
 - (a) the activity is time-limited, normally less than six months, with a clear end date and plan for review; and
 - (b) the activity is aligned with the current faculty and University strategic priorities.

- (2) **For requests related to space**, a letter of support from the relevant Head of School must be provided, confirming that:
 - (a) space is available;
 - (b) there is not a competing, more pressing requirement for that space or its resources;
 - (c) the activity is critical to the strategy of the school; and
 - (d) the title holder will be responsible for the oversight and governance of the activities during the stated timeframe.
- (3) **For requests related to research:**
 - (a) the activity must be high quality e.g. a current chief investigator on a peer-reviewed funded research grant, which has been appropriately managed and governed;
 - (b) the individual must be likely to make a major, critical contribution to faculty research, e.g. enabling the timely completion of higher degree by research students, or contributing to the completion of category 1-4 grants; or
 - (c) the individual must be assisting with succession planning for a leadership role or staff training.

7 Application process for additional privileges

- (1) High-performing honorary title holders should submit an application for additional privileges to the Head of School for endorsement, through the online [EBN](#) process.
- (2) If endorsed, the Head of School will forward this to the Executive Dean for approval.
- (3) The application should include:
 - (a) details of the finance, facilities, services or support required;
 - (b) the *curriculum vitae* of the honorary title holder;
 - (c) a statement detailing the justification for the request; and
 - (d) if the request relates to space, a letter of support as required by subclause 6(2).
- (4) The Executive Dean may obtain advice from the Faculty Space Committee and other relevant staff such as research colleagues, about requests for additional privileges

PART TWO – PROFESSORS EMERITI

8 Requirements for awarding Professors Emeriti titles

- (1) As provided in clause 8 of the policy, the title of Professor Emerita or Professor Emeritus may be awarded to a retiring professor for sustained distinguished service to the University.

Note: Eligibility criteria are set out in [the policy](#).

- (2) In addition to the requirements of the policy, in the Faculty of Medicine and Health nominees must:
 - (a) have served the University for at least 10 years or, in exceptional circumstances, five years;
 - (b) be retiring within 12 months of nomination, or have been retired for less than 12 months at the date of nomination; and
 - (c) not be returning to the University in paid employment.
- (3) While outstanding scholarly performance in a particular discipline in either research or teaching would serve to reinforce the FPEAC's judgement that an applicant has contributed to the academic work of the faculty and the University, this in itself is not sufficient for recommending conferring the title.

9 Faculty Professors Emeriti Awards Committee

- (1) There will be a Faculty Professors Emeriti Awards Committee (FPEAC), which will consist of:
 - (a) the Deputy Executive Dean-Academic, or other nominee of the Executive Dean, as chair;
 - (b) the Associate Dean - Research;
 - (c) the Associate Dean - Education;
 - (d) a Head of School and Dean of a school within the faculty, nominated by the Executive Dean and who has not endorsed any of the expressions of interest to be considered; and
 - (e) other members at the discretion of the Executive Dean.
- (2) The membership of the FPEAC may be altered at the discretion of the Executive Dean.
- (3) The FPEAC is responsible for assessing and making recommendations about proposed nominations for the titles of Professor Emeritus or Professor Emerita.
- (4) The FPEAC will have the Terms of Reference specified in Schedule One.
- (5) The FPEAC will meet up to twice a year:
 - (a) the main round, where applications will be considered annually by the committee in April; and
 - (b) a second round, to be held at the discretion of the Executive Dean.

10 Process for awarding Professors Emeriti titles

- (1) Each year the Faculty General Manager will:
 - (a) inform all schools that the main round of applications for Professors Emeriti titles has commenced;
 - (b) call for submission of expressions of interest; and
 - (c) provide a timetable for the process, including dates for submission.
- (2) Should a second round be required, it will be conducted in the same manner as the first round.

- (3) Any of the following may nominate an eligible individual for consideration for the award of the title:
 - (a) the individual themselves;
 - (b) another professor; or
 - (c) the relevant Head of School.
- (4) An individual proposing another for consideration must obtain the proposed nominee's consent.
- (5) Proposed nominees should then meet with the relevant Head of School to discuss their eligibility.
- (6) Each proposed nominee must complete an [Expression of Interest](#) and submit it to the relevant Head of School no later than the final date for submission.
- (7) All expressions of interest should be on this form and address all the criteria.
- (8) A Head of School may work with an applicant on the form.
- (9) If endorsed, the Head of School will submit the expression of interest to the FPEAC.
- (10) The FPEAC will:
 - (a) assess all completed expressions of interest; and
 - (b) prepare a report for the Executive Dean, providing reasons for recommending or not recommending each nomination.
- (11) Nominations will be assessed against the criteria set out in clause 8 of [the policy](#) and Schedule Two of these provisions.
- (12) The Executive Dean will determine which nominations are recommended and forward these to the Provost for consideration.
- (13) If the Provost endorses the recommendation, it will be provided to the relevant delegate.
- (14) The relevant delegate will determine whether or not to confer the title and will inform the Executive Dean of their decision.
- (15) The Executive Dean will inform the chair of the FPEAC of the outcome.
- (16) The chair of the FPEAC will inform the relevant Heads of School of the outcome, who will in turn inform nominees and the HR Service Centre.
- (17) The HR Service Centre will send a letter of award with the conditions of the award to successful nominees.

11 Unsuccessful applications

- (1) No appeal is available against any decision not to recommend or not to confer the title of Professor Emeritus or Emerita.
- (2) If a nomination is unsuccessful, the relevant delegate may award the title of Honorary Professor to the nominee, consistently with the policy and the procedures.
 - (a) This award would be for a maximum period of three years.

PART THREE – ADJUNCT OR CLINICAL HONORARY TITLES

12 Requirements for awarding adjunct or clinical honorary titles

- (1) The University may confer adjunct or clinical honorary titles on medical and other health care professionals who are engaged in activities that benefit the faculty and its schools and centres, including:
 - (b) teaching;
 - (c) research;
 - (d) clinical work; or
 - (e) administrative work.

Note: Relevant delegates for these decisions are specified in the [University of Sydney \(Delegations of Authority\) Rule 2020](#).
- (2) Adjunct honorary titles may be conferred on individuals in professional practice with the aim of facilitating the integration of the academic and professional components of academic programs. Holders of adjunct titles are not necessarily required to have an academic background.
- (3) Applicants for clinical honorary titles must have a substantive appointment in:
 - (a) a local health district or equivalent health care service;
 - (b) a teaching hospital; or
 - (c) a community health setting.
- (4) The following criteria will be applied to all applications for awarding or renewing adjunct or clinical honorary titles.
 - (a) For clinical honorary titles, applicants must demonstrate the impact of their achievements in at least two of the domains listed in Schedule Three, one of which must be teaching or research.
 - (b) For adjunct honorary titles, applicants must demonstrate their expertise in an appropriate field according to Schedule Four.
 - (c) Applicants will be assessed on:
 - (i) the quality, rather than quantity, of their achievements over the period of the affiliation; and
 - (ii) any future contributions to the school or faculty, at the level commensurate with their affiliation.
 - (d) The faculty will take into consideration each applicant's:
 - (i) career stage;
 - (ii) career trajectory;
 - (iii) personal circumstances; and
 - (iv) time available to participate in faculty activities.

13 Faculty Senior Clinical Titles Committee

- (1) There will be a Faculty Senior Clinical Titles Committee (FSCTC) which will consist of:
 - (a) the Executive Dean, or nominee as chair;
 - (b) the chair of the Academic Board, or nominee;
 - (c) a member of the faculty academic staff who served on one of the most recent Local Promotions Committees, convened under the [Academic Promotions Policy 2015](#) for the purpose of considering faculty staff applications to Level D or Level E;
Note: For discussion of the role of Local Promotions Committees, see clause 11 of the [Academic Promotions Policy 2015](#).
 - (d) the relevant Head of School; and
 - (e) one Level E clinical academic, nominated by the Executive Dean.
- (2) The FSCTC will have the Terms of Reference specified in Schedule Five.
- (3) The FSCTC is responsible for considering applications for the titles of Adjunct Associate Professor, Clinical Associate Professor, Adjunct Professor or Clinical Professor and making recommendations to the relevant delegate.

14 Awarding adjunct or clinical honorary titles

- (1) Applications for titles of Adjunct or Clinical Associate Lecturer, Adjunct or Clinical Lecturer, or Adjunct or Clinical Senior Lecturer must be supported by a nominator who is:
 - (a) a member of the academic staff, or an affiliate, from a clinical school within the Sydney Medical School;
 - (b) a Discipline Director in one of the schools of:
 - (i) Dentistry;
 - (ii) Health Sciences;
 - (iii) Medical Sciences;
 - (iv) Nursing;
 - (v) Pharmacy; or
 - (vi) Public Health;
 - (c) a Director of a Medical Research Institute; or
 - (d) a Director of a Multidisciplinary Initiative.
- (2) Applications for titles of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor must be supported by a nominator who is a senior supervisor or higher position.
- (3) All applications, at whatever level, which are supported by a nomination from a Director of Medical Research Institute or a Director of Multidisciplinary Initiative must also be endorsed by the Deputy Executive Dean, Research Partnerships, before submission.

- (4) Before submitting an application, an applicant must speak with their nominator to discuss:
- (a) eligibility;
 - (b) level of appointment;
 - (c) duration of appointment;
 - (d) future contributions to the school; and
 - (e) the preparation of their application.
- (5) Applicants for adjunct or clinical honorary titles must complete the [Honorary Title Nomination and Appointment](#) form available through their nominated school and submit it to the relevant Head of School.
- (6) Applications must include copies of the following:
- (a) a current *curriculum vitae* including:
 - (i) academic qualifications;
 - (ii) teaching experience;
 - (iii) research activities; and
 - (iv) details of contributions to the school and faculty to date;
 - (b) details of proposed future contributions and how these will benefit the school and faculty;
 - (c) an approved identification document, e.g. passport, birth certificate;
 - (d) confirmation of current salaried employment, e.g. certificate of service from an employer;
 - (e) AHPRA number, including registration details, if applicable;
 - (f) working with children check, if applicable; and
- Note:** See [Working with Children Policy 2014](#).
- (g) contact details of referees.
- Note:** Applicants should contact referees in advance and obtain their consent.
- (7) **Applications for the titles of Adjunct or Clinical Associate Lecturer, Adjunct or Clinical Lecturer, or Adjunct or Clinical Senior Lecturer** must provide the names and contact details of two referees:
- (a) who have no material conflict of interests in relation to the applicant or the application;
- Note:** See [External Interests Policy 2010](#).
- (b) who are of the same seniority as, or higher seniority than, the applicant; and
 - (c) at least one of whom is a member of the University's academic staff.

- (8) **Applications for the titles of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor**, must provide the names and contact details of three referees:
- (a) who have no material conflict of interests in relation to the applicant or the application;
Note: See [External Interests Policy 2010](#).
 - (b) who are nationally recognised; and
 - (c) at least one of whom is internationally recognised.
- (9) **For applications for the titles of Adjunct or Clinical Associate Lecturer, Adjunct or Clinical Lecturer, or Adjunct or Clinical Senior Lecturer**, the Head of School will:
- (a) review the application; and
 - (b) make a recommendation to the relevant delegate about:
 - (i) whether or not to award the title; and
 - (ii) the duration of any recommended title.
- (10) If the Head of School recommends that the title not be awarded, they will inform the relevant senior supervisor and the applicant and may provide feedback as to how the application could be improved.
- (11) **For applications for the titles of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor**, the Head of School will:
- (a) review the application; and
 - (b) decide whether or not to endorse it.
- (12) If the Head of School endorses the application, they will provide it to the Deputy Executive Dean for endorsement.
- (13) If the Deputy Executive Dean endorses the application, references will be obtained and the full application will be provided to FSCTC for consideration.
- (14) If the Head of School does not endorse the application, they will inform the relevant senior supervisor and the applicant and may provide feedback as to how the application could be improved.
- (15) The FSCTC will:
- (a) review the application;
 - (b) if the application is for the title of Adjunct or Clinical Professor and the committee thinks it appropriate to do so, interview the applicant; and
 - (c) make a recommendation to the relevant delegate about:
 - (i) whether or not to award the title; and
 - (ii) the duration of any recommended title.
- (16) **For all adjunct or clinical honorary titles**, the relevant delegate will inform the relevant Heads of School of the outcomes, who will in turn inform applicants and the HR Service Centre .
- (17) The HR Service Centre will send a letter of award with the conditions of the award to successful applicants.

15 Conditions of holding adjunct or clinical honorary titles

- (1) Adjunct or clinical honorary title holders:
 - (a) must abide by the [Code of Conduct – Staff and Affiliates](#);
 - (b) must follow the directions of the relevant senior supervisor;
 - (c) are required to contribute to their school (which includes clinical schools or disciplines) and to the faculty; and
 - (d) are expected to contribute to the school's activities and goals through their roles in government, industry, and other organisations.
- (2) Once appointed, an adjunct or clinical honorary title holder must:
 - (a) be connected to a primary academic school; or
 - (b) for Sydney Medical School, be connected to a primary clinical school; and
 - (c) report to a senior supervisor.
- (3) Adjunct or clinical honorary title holders are entitled to hold only one adjunct or clinical honorary title. The faculty will not approve nominations for additional adjunct or clinical titles with other academic or clinical schools or other types of affiliations.
- (4) Adjunct or clinical honorary title holders are not generally entitled to paid work with the faculty except:
 - (a) with the prior approval of the Executive Dean, obtained by lodging an [EBN](#) ;
 - (b) under exceptional circumstances;
 - (c) where the work is for a fixed amount of money; and
 - (d) there is a specified end date for the work.
- (5) If an adjunct or clinical honorary title holder engages in unapproved paid work with the faculty, the faculty will recommend that the relevant delegate revoke the title.
- (6) An adjunct or clinical honorary title holder who:
 - (a) leaves their substantive appointment; or
 - (b) retires;may only retain their title if they can demonstrate they will continue to meet the applicable requirements.

Note: See clause 12.

16 Faculty Affiliation Review Panel

- (1) There will be a Faculty Affiliation Review Panel (FARP) which will consist of:
 - (a) The Deputy Executive Dean- Academic, or another Deputy Executive Dean nominated by Executive Dean;
 - (b) the Head of School or nominee;
 - (c) a Head of School independent of applicants under consideration; and
 - (d) a senior clinical academic staff member, nominated by Executive Dean.
- (2) The FARP will have the Terms of Reference specified in Schedule Six.

- (3) The FARP consider applications for renewal of adjunct or clinical honorary titles at the level of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor, and
 - (a) assess them for consistency with holders of equivalent titles in the faculty; and
 - (b) make recommendations to the relevant delegate about the renewal of the title, including the level at which it should be renewed.

17 Duration and renewal of adjunct or clinical honorary titles

- (1) Endorsers must recommend an appointment of no more than one year for applicants who:
 - (a) have not previously held an adjunct or clinical honorary title;
 - (b) are employed on fixed term contracts; or
 - (c) hold entry level positions as Residents or Registrars.
- (2) Endorsers may recommend an appointment for up to three years for renewed appointments, whether at the applicant's current or a higher level.
- (3) Holders of adjunct or clinical honorary titles may apply at the end of their term of appointment for the title to be renewed at the same or a higher level.
 - (a) Titles are not automatically renewed and will lapse unless an application for renewal is made and approved.
 - (b) Applications for renewal should be submitted at least six months before the end of the applicant's current appointment.
- (4) Applications for renewal must be submitted to the relevant Head of School using the [Honorary Title Appointment and Nomination](#) form.
- (5) **For applications for renewal of titles at the level of Adjunct or Clinical Associate Lecturer, Adjunct or Clinical Lecturer, or Adjunct or Clinical Senior Lecturer**, the Head of School will review the application and
 - (a) consult the relevant senior supervisor;
 - (b) make a recommendation to the relevant delegate about:
 - (i) whether or not to renew the title;
 - (ii) if the title is to be renewed, at what level; and
 - (iii) the duration of any renewed title.
- (6) If the Head of School recommends that the title not be awarded, or not be awarded at a requested higher level, they will inform the relevant senior supervisor and the applicant and may provide feedback as to how the application could be improved.
- (7) **For applications for renewal of titles at the level of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor**, the Head of School will:
 - (a) consult the relevant senior supervisor; and
 - (b) decide whether or not to endorse the application, and if so at what level.
- (8) If the Head of School endorses the application, they will provide it to the FARP for consideration.

- (9) If the Head of School does not endorse the application, they will inform the relevant senior supervisor and the applicant and may provide feedback as to how the application could be improved.
- (10) The FARP will:
- (a) consider the application;
 - (b) assess it for comparability to holders of equivalent titles in the faculty; and
 - (c) make a recommendation to the relevant delegate about:
 - (i) whether or not the title should be renewed; and
 - (ii) if so, at what level.
- (11) **Applicants for renewal at the same level** must:
- (a) demonstrate a sustained contribution to the relevant school and the faculty relative to opportunity, commensurate with their current level of appointment;
 - (b) demonstrate how their contributions have added value to the:
 - (i) discipline;
 - (ii) school;
 - (iii) faculty; and
 - (iv) University,and
 - (c) specify any future contributions they intend to make.
- (12) **Applicants for renewal at a higher level** must:
- (a) apply during their current appointment, or at the time of renewal;
 - (b) demonstrate that their current contributions are consistent with an appointee at that higher level and have significantly improved the:
 - (i) discipline;
 - (ii) school;
 - (iii) faculty; and
 - (iv) University, and
 - (c) specify future contributions they intend to make, commensurate with the higher level of appointment;
 - (d) provide the names and contact details of two referees or in the case of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor, three referees.

18 Unsuccessful applications

No appeal is available against any decision:

- (a) not to award an adjunct or clinical honorary title;
- (b) not to renew an adjunct or clinical honorary title; or
- (c) not to renew an adjunct or clinical honorary title at a particular level.

PART FOUR- ADMINISTRATIVE MATTERS

19 Recordkeeping

(1) The Faculty General Manager, in consultation with the Heads of Schools, must establish and maintain a register to record applications for:

- (a) honorary titles;
- (b) renewal of honorary titles; and
- (c) additional privileges for honorary title holders.

Note: See the [Recordkeeping Policy 2017](#)

(2) The register must record:

- (a) the type of application made;
- (b) whether or not the application was approved;
- (c) the date the application was approved;
- (d) the name and position of the delegate who approved the application;
- (e) the details of the title awarded and privileges authorised;
- (f) the date the title or privileges expire; and
- (g) any other relevant conditions.

20 Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document

- (a) Faculty of Medicine and Health – Honorary Titles Provisions 2019; and
- (b) Faculty of Medicine and Health – Professors Emeriti Local Provisions 2020

NOTES

Faculty of Medicine and Health – Honorary Titles Provisions 2020

Date adopted: 13 October 2020

Date commenced: 10 November 2020

Approved by: Professor Robyn Ward, Executive Dean Faculty of Medicine and Health

Signature:

Review date: 10 November 2025

Rescinded documents: *Faculty of Medicine and Health- Professors Emeriti Local Provisions 2020*

Related documents: *University of Sydney (Delegations of Authority) Rule 2020*

Academic Promotions Policy 2015

Code of Conduct – Staff and Affiliates

External Interests Policy 2010

Honorary Titles Policy 2013

Recordkeeping Policy 2017

Honorary Titles Procedures 2013

Faculty of Medicine and Health – Space Management Provisions 2019

AMENDMENT HISTORY

Provision Amendment

Commencing

SCHEDULE ONE

COMMITTEE	FACULTY PROFESSORS EMERITI AWARDS COMMITTEE
PURPOSE	Responsible for assessing and making recommendations about proposed nominations for the titles of Professor Emeritus or Professor Emerita.
TERMS OF REFERENCE	The Faculty Professors Emeriti Awards Committee (FPEAC) will: (a) assess all completed expressions of interest; and (b) prepare a report for the Executive Dean, providing reasons for recommending or not recommending each nomination.
CHAIR	Deputy Executive Dean (Academic) or other nominee of the Executive Dean
MEMBERSHIP	Deputy Executive Dean (Academic) or other nominee of the Executive Dean; Associate Dean (Research); Associate Dean (Education); Head of School and Dean of a school within the faculty, nominated by the Executive Dean and who has not endorsed any of the expressions of interest to be considered; Other members, at the discretion of the Executive Dean
ATTENDEES	As required by Chair
QUORUM	The quorum for the meeting is three.
VOTING	In the event of a deadlock the Chair will have the casting vote.
SECRETARIAT	Committee Officer
MEETINGS	Up to two times per year
REPORTING	Executive Dean and Pro Vice Chancellor, Faculty of Medicine and Health
MINUTES	Meeting schedule, agendas and minutes, will be published on the faculty intranet, SharePoint, or similar as per the <i>University Recordkeeping Policy 2017</i> .

SCHEDULE TWO

ADDITIONAL CRITERIA FOR APPOINTMENT OF PROFESSORS EMERITI IN THE FACULTY OF MEDICINE AND HEALTH

Professor Emerita or Emeritus

- (1) The title of Professor Emerita or Professor Emeritus may be conferred on a retiring professor of the University in recognition of sustained distinguished service during the period they were employed by the University.
- (2) The award of the title will be made in consideration of the following normative criteria:
 - (a) having held a position at the University for a period of at least 10 years or, in exceptional circumstances, five years;
 - (b) having been outstanding in research, relative to faculty norms for Level E staff;
 - (c) having been outstanding in teaching, demonstrating significant leadership in teaching over a long period;
 - (d) having been outstanding in service, and demonstrated leadership in such areas as mentoring, University service, service to the discipline and the community;
 - (e) where none of subclauses (2)(a) to (d) apply, having nevertheless been exceptional in one or more of the key areas of research, teaching or service.
- (3) Although a Professor Emerita or Emeritus may continue to serve the University after retirement, the title is awarded in recognition of a past record of distinguished service and not with the requirement or expectation of future service to the University.
- (4) Unless there are exceptional circumstances, the title will only be conferred on professors who are retiring.
- (5) Those awarded the title may choose to use the title of Emeritus Professor instead.

SCHEDULE THREE

CRITERIA FOR AWARD OF CLINICAL HONORARY TITLES

Summary of requirements for appointment at each level.

Renewals should have maintenance of qualifications, but demonstrate active, quality past and future contributions for the level.

Note: Applicants must demonstrate performance to the required level in **two** of the domains listed below, one of which must be either research or teaching, to confer award of initial or renewal of a clinical honorary title. Assessments against the various domains will be determined **relative to opportunity** for each level.

Domains	Clinical Associate Lecturer	Clinical Lecturer	Clinical Senior Lecturer	Clinical Associate Professor	Clinical Professor
Qualifications (and experience)	Entry level professional qualification ¹ or enrolled in or completed at minimum (eg the University Principles and Practice Program or FMH Clinical Teacher Training Program)	Entry level professional qualification ¹ plus completed specialist postgraduate qualifications ² or completed relevant University teaching skills program (eg USyd Modular Professional Learning Framework, Clinical Teacher Fellowship)	A research doctoral degree or equivalent research experience or completed Grad Cert in higher or health education; Fellowship of Higher Education Academy ³ or other higher professional qualifications appropriate to the field ⁴	As for clinical senior lecturer plus: a research doctoral degree and either equivalent research experience or Masters in Higher or Health Education Senior Fellowship Higher Education Academy; or senior professional leader with established national reputation in professional practice	A research doctoral degree and either equivalent research experience or Masters in Higher or Health Education Senior Fellowship Higher Education Academy; or senior professional leader with established international reputation in professional practice
Teaching	Small group teaching for the School or has provided a few University guest lectures; clinical advisor in area of expertise.	Regular small group teaching, or guest lectures or clinical sessions; or contribution to delivery of units of study at UG or PG level or Clinical advisor in area of expertise and	As for Clinical Lecturer plus involvement in planning courses and evaluation teaching of units of study or courses or programs (including continuing education) at UG or PG levels; engagement in student	As for Clinical Senior Lecturer plus: scholarly teaching as evidenced by curriculum development, and implementation at UG or PG levels including continuing education; Evaluation of a Unit of	Sustained scholarly teaching as evidenced by curriculum development, clinical examinations, learning advisors; implementation or evaluation of a degree program, or course at

		enrolled in postgraduate teaching course.	supervision and mentoring; For education focussed- an emerging national clinical; education profile through scholarship	Study or assessment of high level of a Unit or development of educational methods; Clinical examinations or learning advisor; Implementation or evaluation of a degree program, or course; An education profile through scholarship. For education focussed, a national profile in clinical education.	UG or PG levels including continuing education. For education focussed, an established national profile or emerging international profile in clinical education.
Research	Any appropriate contribution to research.	Some record of research outputs e.g. publications in peer-reviewed journals for the field ⁵ and/or co-supervision of a research student.	Growing national reputation in research through original, innovative and distinguished contributions to research and scholarship. ⁵	A national and growing international reputation in research through original, innovative and distinguished contributions to research and scholarship. ⁵	Sustained international reputation as recognized through original, innovative and distinguished contributions to research and scholarship. ⁵
Administration or Leadership	Demonstrated involvement with a local or institutional committees (member), or strategic planning etc.	Involvement with a University or hospital or other local professional body committee or conference organisation; or general involvement in strategic planning.	Involvement with a professional body at state level, and a record of service contributions that facilitates the activities and goals of the discipline or school.	Demonstrated leadership in administration or service that promote the interests of the discipline or school or faculty. Involvement with a professional body at national level, and a record of service contributions that facilitates the activities and goals of the	Sustained leadership in administration or service that promotes the interests of the Discipline or school and faculty. Formal and informal mentoring of mid-career and senior affiliates and or academics. Contributions to professional bodies at international level and

				discipline or school; mentoring of junior affiliates, and or academics.	has a record of service contributions that facilitates the activities and goals of the discipline or school or University.
Clinical	Any appropriate involvement with a college, University, MRI, industry, or hospital committee;	Involvement with a hospital, University, industry, MRI, college activity.	Clinical service, such as contributions to quality assessment programs, audit or risk management programs. ⁶	Demonstrated senior clinical involvement with committees or other activities that promote the interests of the discipline or school or faculty. ⁶	Sustained clinical leadership or other significant activities that promote the interests of the faculty. ⁶

¹ AHPRA recognised degree or BAppSc(Ex&SpSc), BAppSc(ExPhys), BAppSc(SpPath), MRehabCIng, MExPhys, MSLP or equivalent

² Australian medical council accredited specialist college degree or accreditation.

³ Fellowship or Senior Fellowship of Higher Education Academy (FHEA), Uni teaching course e.g. Grad Cert or equivalent in Higher Health Education or relevant University teaching skills program e.g. the University Principles and Practice Program or FMH Clinical Teacher Training Program or Fellowship of Higher Education Academy.

⁴ e.g. Master level professional coursework degrees in relevant discipline (e.g MNurs, MSurg MMed, Masters of Public Health or equivalent).

⁵ Quality publications (Publications must be ERA eligible. Numbers of publications are not prescribed but should be equivalent to those of staff at the same level in the discipline, **relative to opportunity**, and in top international journals for the discipline or in influential generalist journals; Research presentations (national and international); Grant funding (NGO, Cat 1-4); Quality research supervision of Honour's students and or Higher Degree Research Students.

⁶Clinical involvement with a hospital, University, College, NGO, MRI or community organisation(s); Implementation of an element of University or hospital strategic plan; Partnering in Indigenous or developing country projects at a community level.

SCHEDULE FOUR

CRITERIA FOR AWARD OF ADJUNCT HONORARY TITLES

Summary of requirements for appointment at each level. Renewals should have maintenance of qualifications, but demonstrate active, quality past and future contributions for the level. Appointments are for adjunct titles from industry & enterprise (including government): generally expert in appropriate field from professional practice or industry, not necessarily from an academic background

Note: Applicants must demonstrate performance to the required level in one of the domains listed below, to confer award of initial or renewal of industry related Adjunct title. Assessments against the domains will be determined relative to opportunity for each level.					
Domains	Associate Lecturer (government, industry & enterprise)	Lecturer (government, industry & enterprise)	Senior Lecturer (government, industry & enterprise)	Associate Professor (government, industry & enterprise)	Professor (government, industry & enterprise)
Qualifications (and experience)	Entry level qualification ¹	Entry level qualification ¹ plus completed specialist qualifications. ²	A research doctoral degree or equivalent research experience or other higher professional qualifications appropriate to the field. ³	A senior professional leader with growing national reputation in professional practice; or a research doctoral degree and equivalent research or professional experience	Very senior professional leader with established national and/or international reputation in professional practice; may or may not have a research doctoral degree but have equivalent research experience or equivalent community impact.
Research	Any appropriate contribution to research.	Some record of research outputs e.g. patents, publications in peer-reviewed journals for the field. Industry related publications, industry	Growing national reputation in research and translation through innovative and distinguished contributions to the sector. ⁴	A national and growing international reputation within the sector through innovative and distinguished contributions	Sustained international reputation as recognised through innovative and distinguished contributions to research

		and government reports ⁴ or co-supervision of a research student.		to research translation and scholarship. ⁴	translation and scholarship. ⁴
Administration or leadership	Demonstrated involvement with a local or institutional committees (member), or strategic planning etc.	Involvement with a University, hospital or other local professional body committee or conference organisation; or general involvement in strategic planning.	Involvement with a professional body at state level, and a record of service contributions that facilitates the activities and goals of the discipline or school	Demonstrated national leadership in administration within a public or private organization or service that promote the interests of the discipline or school or faculty. Involvement with a professional body at national level, and a record of service contributions that facilitates the activities and goals of the discipline or school; mentoring of junior affiliates or academics.	Sustained national or international leadership in administration within a major public or private organisation or service that promotes the interests of the discipline or school and faculty. Formal and informal mentoring of mid-career and senior affiliates and or academics. Contributions to professional bodies at international level and has a record of service contributions that facilitates the activities and goals of the discipline or school or University.

¹ Recognised Bachelor's degree in relevant field (e.g. BSc, BMedSci, BEng, BCom not exhaustive)

² Industry related professional accreditation such as, CChem, AICD accreditation - not exhaustive).

³ Postgraduate qualification e.g. Master level professional coursework degrees in relevant discipline (e.g MBA, MMed, Masters of Commerce – not exhaustive)

⁴ Patents at National and Worldwide phases; Quality publications in peer reviewed journals and full conference proceedings (Publications must be ERA eligible). Numbers of patents and publications are not prescribed but should be equivalent to those of staff at the same level in the discipline and be **relative to opportunity**; Research presentations (national and international); Grant funding (NGO, Cat 1-4); Industry income and product translation; Community impact via policy or change in practice.

SCHEDULE FIVE

COMMITTEE	FACULTY SENIOR CLINICAL TITLES COMMITTEE
PURPOSE	Responsible for considering applications for the titles of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor and making recommendations to the relevant delegate.
TERMS OF REFERENCE	The Faculty Senior Clinical Titles Committee (FSCTC) will: (a) assess all completed applications; and (b) prepare a report for the Executive Dean, providing reasons for recommending or not recommending each nomination.
CHAIR	Executive Dean and Pro Vice Chancellor of the Faculty of Medicine and Health
MEMBERSHIP	Executive Dean, or nominee; Chair of the Academic Board, or nominee; A member of the faculty academic staff who served on one of the most recent Local Promotions Committees, convened under the Academic Promotions Policy 2013 for the purpose of considering faculty staff applications to Level D or Level E; The relevant Head of School or Head of School and Dean, or nominee; One Level E clinical academic, nominated by the Executive Dean
ATTENDEES	As required by Chair
SECRETARIAT	Committee Officer
MEETINGS	As required
REPORTING	Executive Dean and Pro Vice Chancellor, Faculty of Medicine and Health
MINUTES	Meeting schedule, agendas and minutes, will be published on the faculty intranet, SharePoint, or similar, consistently with the Recordkeeping Policy 2017 .

SCHEDULE SIX

COMMITTEE	FACULTY AFFILIATION REVIEW PANEL
PURPOSE	Responsible for considering applications for renewal of titles of Adjunct or Clinical Associate Professor, or Adjunct or Clinical Professor and making recommendations to the relevant delegate.
TERMS OF REFERENCE	The Faculty Affiliation Review Panel (FARP) consider applications for renewal of clinical honorary titles at the level of Adjunct or Clinical Associate Professor or Adjunct or Clinical Professor and (a) assess them for consistency with holders of equivalent titles in the faculty; and (b) make recommendations to the relevant delegate about the renewal of the title, including the level at which it should be renewed
CHAIR	Deputy Executive Dean (Academic)
MEMBERSHIP	Deputy Executive Dean (Academic) or another Deputy Executive Dean as nominated by the Executive Dean The Head of School or nominee a Head of School independent of applicants under consideration a Senior Clinical Academic staff member, nominated by Executive Dean
ATTENDEES	As require by Chair
SECRETARIAT	Committee Officer
MEETINGS	As required
REPORTING	Executive Dean and Pro Vice Chancellor, Faculty of Medicine and Health.
MINUTES	Meeting schedule, agendas and minutes, will be published on the faculty intranet, SharePoint, or similar, consistently with the Recordkeeping Policy 2017