

GUIDELINE ANU MEDICAL SCHOOL HONORARY ACADEMIC TITLE APPOINTMENTS

BACKGROUND

The ANU Medical School (“the School”) provides an environment that fosters excellence and creativity in future doctors, health professionals and medical scientists. The School has an intense educational focus, is geographically dispersed and relies heavily on honorary ANU academics to teach much of its program. The School is committed to appropriately recognising the contributions of its honorary staff, with the following elements forming a key component of the School Strategic Priorities Plan 2017 – 2020”:

*1.1.5. Grow the School’s relationship with clinical services to help facilitate translational research and education.
a. Engage clinicians with formal academic titles*

1.2.5. Foster development of an agreement between ANU and ACT Health regarding educational / academic /research responsibilities of ACT Health clinicians

In support of the above objectives, from late 2017 the School has:

- Developed and implemented clear definitions of Full Academic Title and Clinical Academic Title;
- Implemented a Medical School Appointment, Renewal and Clinical Promotion Committee;
- Developed the ANU Medical School *honorary academic title performance and promotion indicators*;
- Implemented an application process for new academic title applicants; and
- Required all honorary academic titleholders to undertake an annual performance review with their academic supervisors.

This guideline seeks to ensure the title provided to honorary academics best reflects and recognises their contribution to the School, whilst also allowing an opportunity to current title holders to adjust their contribution to meet the School’s recently introduced *honorary academic title performance and promotion indicators*. These indicators are used by the Medical School Appointment, Renewal and Clinical Promotion Committee honorary title title applications, renewal or promotion. For promotion to full academic title, the application is assessed by the ANU College of Health and Medicine Promotion Committee in line with University academic performance and promotion standards. Honorary title is given for a maximum of five years for senior staff, up to two years for junior staff, as long as their employment status does not change, after which a renewal application could be sought.

Objective

To implement a transitional process that outlines the Academic Title renewal and performance review process for current and new Honorary Academic status holders.

Scope

This guideline applies to all honorary full and clinical academic appointments in the School.

Performance Expectations of Honorary Academic Titleholders

1. Using the University Performance and Development review process (PDR) as a guideline, the honorary titleholder and supervisor are encouraged to develop and implement a PDR that establishes performance targets that are aligned with the School’s *honorary academic title performance and promotion indicators*.
2. The academic titleholder is to establish meetings with their academic supervisor regularly over their appointment period and to seek feedback and assess performance.
3. The establishment of a PDR for all those that hold honorary academic title is required. Future renewal of academic title is contingent upon engagement with the performance and development process.

Process for awarding a new Honorary Academic Title

4. New applications for academic title of clinicians working in the ACT, South East region of NSW and Sydney Adventist Hospital campus will be assessed by the School's Appointment, Renewal and Clinical Promotion Committee. Applicants to positions advertised as Academic Chairs will be assessed by the relevant selection committee.
5. Assessment will be undertaken against the *honorary academic title performance and promotion indicators*.
6. Instructions for new applicants are available on the ANU Medical School website.
7. Applications for new honorary academic title will be conducted in line with the deadlines published on the ANU Medical School's website.
8. Determinations of the School's Appointment, Renewal and Clinical Promotion Committee will be communicated in writing to both the applicant and their academic supervisor.
9. Duration of title for medical junior doctors (not medical specialists) will be for a maximum of two years, for senior staff for up to five years. Following this, an application for renewal should be made.

Process for the renewal of Honorary Academic Title

10. Applications for the renewal of academic title will be assessed by the School's Appointment, Renewal and Clinical Promotion Committee.
11. Assessment will be undertaken against the honorary academic title performance and promotion indicators.
12. Instructions for new applicants are available on the ANU Medical School website.
13. Applications for renewal of honorary title will be conducted in line with the deadlines published on the ANU Medical School's website.
14. If the titleholder requires more time for renewal of their honorary title, they should e-mail the ANU College of Health and Medicine Human Resources department, who will seek the advice of the School Director. On the advice of the School Director, approval for a short-term extension for renewal application will be considered.
15. Both the honorary academic title holder and their academic supervisor are to be informed of the outcome.
16. Current honorary academic title holders who do not make an application for renewal in line with this guideline will cease holding academic honorary status, in line with the end date of their current academic title offer. After this date, an application for new title will be required as per the process outlined in this guideline, and on the ANU Medical School website.

Satisfactory performance for renewal

17. Any current clinical or full honorary academic titleholder determined by the Medical School Appointment, Renewal and Clinical Promotion Committee to have reached the performance indicators for the level applied for, will have their academic honorary title renewed for a period of up to two years for junior doctors and up to five years for medical specialists or equivalent.

Unsatisfactory performance for renewal

18. Any current clinical or full academic honorary title holders determined by the Medical School Appointment Renewal and Clinical Promotion Committee **not** to have reached the performance indicators for their specific level will have their academic honorary title renewed for not more than a two-year period.
19. The letter to the titleholder will outline the reason for the shorter title extension and the expectations delineated to that performance is measured by the *honorary academic title performance and promotion indicators*.
20. Where the performance has not been determined to be at the appropriate level, the honorary academic titleholder and their University academic supervisor will be asked to discuss the identified development areas.

21. Using the University PDR process as a guide, the honorary titleholder and supervisor are to develop and implement a PDR, which addresses the performance concerns and establishes performance targets that are aligned with the School's *honorary academic title performance and promotion indicators*.
22. The academic titleholder should meet with their academic supervisor regularly over the next year to seek feedback and assess performance in comparison to the agreed PDR.
23. One year after the renewal of title the academic titleholder and the academic supervisor will meet to review performance against the PDR objectives and the School's *honorary academic title performance and promotion indicators*.
24. At least three months prior to the honorary academic title ceasing, the honorary academic and University academic supervisor will meet to discuss the performance of the honorary academic, comparing the performance and contribution of the honorary academic to the School's *honorary academic title performance and promotion indicators*.
25. In instances where the University supervisor and honorary academic believe the performance warrants an application for renewal of academic title (full or clinical), a submission for renewal of title to the School's Appointment, Renewal and Clinical Promotion Committee is to be instigated by the honorary academic.
26. In instances where the University supervisor believes the performance of the honorary academic does not reach the honorary academic title performance and promotion indicators, the University academic supervisor will inform the honorary academic.
27. Should the honorary academic remain of the belief that their performance and contribution warrants academic title, they can submit an application to the School's Appointment, Renewal and Clinical Promotion Committee without supervisor support.
28. In these instances, the Appointment, Renewal and Clinical Promotion Committee will review the honorary academic's application and consider whether title (including an approved level) should be awarded.

Process for promotion of Honorary Academic Title

29. Instructions for the promotion of honorary academic title are available on the ANU Medical School website.
30. Applications for clinical academic title promotion will be assessed by the Appointment Renewal and Clinical Promotion Committee in line with the deadlines published on the ANU Medical School's website.
31. Promotion applications for full academic title are assessed through the annual University Academic Promotion round process.
32. Clinical academic promotion applications assessment will be undertaken against the *honorary academic title performance and promotion indicators*.
33. For clinical promotion applications, both the honorary academic and their University academic supervisor will be informed of the outcome.
34. A clinical academic honorary title holder determined to have successfully reached the performance indicators required for the higher level will have the academic honorary title extended for up to two years for junior doctors and five years for Specialists or equivalent.
35. A clinical academic honorary titleholder determined **not** to have reached the performance indicators for their specific level will remain at the level of their academic honorary title for the remainder of their current appointment period, or up to two years for junior doctors and up to five years for medical specialists or equivalent.
36. In unsuccessful cases for clinical promotion, a letter will be provided to the titleholder outlining the reason for the unsuccessful application and the expectations delineated to that performance is measured by the *honorary academic title performance and promotion indicators*.