

## Guidelines for academic titles for clinicians

The Australian National University Medical School welcomes applications from clinical practitioners who would like to contribute to research and educational activities. The Australian National University (ANU) offers Honorary Academic Status to Clinicians either as Full or Clinical appointments at differing levels depending on the professional and academic qualifications, and experience of the applicant.

### Definitions

#### Clinician:

A person on the ANU approved Health Practitioner List (see Appendix 1), who possess professional expertise and experience needed to support the research or creative activity, education and service activities of the University.

#### Honorary status:

As a clinician, a title holder is considered to hold honorary status with ANU when they hold an unpaid appointment, and do not establish any employment relationship between the University and the appointment does not alter any existing employment relationship with another organisation or institution.

#### Academic Title:

There are two types of academic titles available to clinicians.

Full Academic (Levels A to E) refers to individuals who possess and contribute significant professional expertise and experience needed to support the research or creative activity, education and service activities of the University.

Clinical (Levels A to E) refers to individuals who contribute some expertise and experience to the school to support research or creative activity, education and service activities of the University.

### **Information**

**All** applications should be sent to the Medical School Appointments Committee secretariat [science.curtin.hr@anu.edu.au](mailto:science.curtin.hr@anu.edu.au)

The Medical School Appointments Committee will either make a decision on an application or a recommendation through the Dean of the Medical School to the relevant other committees, and forward this with the applicant's paperwork and support by the Dean Medical School to the relevant other committees.

In order to receive academic title clinicians should follow the steps outlined in the process below. Any title is for a fixed-term period and a renewal application must be submitted by the title holder six months before the term ends.

### Which Committee does what (see Appendix 2)?

The *Medical School Appointments and Promotion Committee* will:

- Make a recommendation to the Dean, Medical School to decide on
  - Appointment to Academic Clinical or Full Title Level A-D
  - Renewal of Academic Clinical Title A-D
  - Promotion to Academic Clinical Title Level B-D
  
- make a recommendation through the Dean of the Medical School on
  - Promotion to Academic Full Title Levels B-D to the College Promotions Committee

- Promotion to Academic Full Title Level E to the University Promotions Committee
- Appointment or promotion to Academic Clinical Title Level E to the Vice Chancellor

The *College Local Promotions Committee* will make a recommendation to the Dean of the College of Medicine, Biology and Environment (CMBE) to make a decision on

- Promotion to Academic Full Title Level B-D and consider the recommendation of the School Appointments and Promotion Committee (through the Dean Medical School)

The *University Promotions Committee* will make a decision on

- Promotion to Academic Full title Level E and consider the recommendation of the School Appointments and Promotion Committee (through the Dean Medical School)

The *Vice-Chancellor* will make a decision on

- Appointment and promotion to Academic Clinical Title Level E and consider the recommendation of the School Appointments and Promotion Committee (through the Dean Medical School)

Clinicians who are employed and paid by ANU need to go through the ANU appointments and promotion process (web link here) <https://services.anu.edu.au/human-resources/achieve-recognise/academic-promotion>

#### **Procedure:**

The following documents will help with the promotion procedure

- Form for application of honorary academic status : [Application form \(RTF, 338 KB\)](#)
- Form for renewal of honorary academic status: [renewal form \(RTF, 312 KB\)](#)
- Forms for promotion to honorary clinical or full status will be posted on the ANU website every year.
- ANU procedure: Academic titles conferral: Honorary (clinical)\* appointee, visiting fellow, visitor and emeritus professor [ANU Policy Library - Procedure - Academic titles conferral](#)
- [ANU procedure on academic promotion](#)

#### For application of honorary status, or renewal:

1. Applicants will discuss their application with their academic and clinical supervisor to determine the type of appointment (full or clinical) and (A-E).
2. Applications for the conferral or renewal of honorary status, [Application form \(RTF, 338 KB\)](#), [renewal form \(RTF, 312 KB\)](#) will be submitted on the current, approved University pro forma by published dates (see ANU academic promotions website), sent to [science.curtin.hr@anu.edu.au](mailto:science.curtin.hr@anu.edu.au), comprising:
  - Applicant details, alignment of past and proposed activities with the research or education activities of the University) statement relative to opportunity (where appropriate) and declaration;
  - Academic and Clinical Supervisor endorsement

- Two references from individuals with appropriate experience and expertise to comment on the applicant's proposed association with ANU. Applications for promotion need to follow the ANU form instructions on number of national and/or international referees.
- An up-to-date curriculum vitae

The decision on conferral or renewal will be made by the Dean of the Medical School with advice from the Medical School Appointments and Promotion Committee. You will be contacted by the secretariat after the meeting and informed of the decision. If a title is conferred you will be sent an offering letter, which you will need to sign and return. Your title will not be conferred until the offer is signed and returned by you.

A list of applicants, who have been appointed or have renewed their title, will be sent for information to the Medical School Senior Faculty Executive and the Dean of the College of Medicine, Biology and Environment.

For application of academic promotion:

1. Discuss application with academic and clinical supervisor and determine the level (full or clinical and Level A-E) with them
2. Use approved University pro forma by published dates (see ANU academic promotions website), sent to [science.curtin.hr@anu.edu.au](mailto:science.curtin.hr@anu.edu.au), comprising:
  - Applicant details, nature and length of proposed association, alignment of proposed activities with the research or education activities of the University) statement relative to opportunity (where appropriate) and declaration;
  - Academic and Clinical Supervisor endorsement
  - An up-to-date curriculum vitae

The decision on promotion to **clinical title** Level B-D will be made by the Dean of the Medical School on advice from the Medical School Appointments and Promotion Committee. You will be contacted by the secretariat of the Medical School Appointments and Promotion Committee after the meeting and informed of the decision. A list of clinicians who have been successful in their application for promotion to Clinical level B-D will be sent for information to the Medical School Senior Faculty Executive and the Dean of the College of Medicine, Biology and Environment.

For applications to academic promotion to **full academic title** Level B-E, or **clinical academic title Level E**, the secretariat of the Medical School Appointments and Promotion Committee will forward your application to the relevant other committees. The Medical School Appointments and Promotion Committee will make a recommendation to the Dean of the Medical School to support or refute the application to full academic title Level B-E or Clinical academic title Level E. The support of the application by the Dean of the Medical School will be by signature on the application form as well as a supportive letter to the respective committees.

The decision on promotion to full academic title Level B-D will be made by the Dean of CMBE, advised by the Local Promotion Committee of the College of Medicine, Biology and Environment. The decision on promotion to full academic title Level E will be made by the Chair of the ANU Promotions Committee. The decision on appointment or promotion to Clinical Level E will be made by the Vice-Chancellor.

You will be contacted by the secretariat or Chair of the relevant college or University Committees after the meeting and informed of the decision. A list of applicants who have been successful in their application for academic promotion to full academic title Level B-E will be sent for information to the Medical School Senior Faculty Executive.

An up-to-date curriculum vitae should include as a minimum (see Appendix 3):

<b>Curriculum vitae requirements</b>
Formal qualifications and any prizes, awards, honours and other esteem indicators
Appointments, including consultancies and any other honorary or visiting fellow associations with other universities
Research/Creative activity outputs, including bibliographic details, year of publication, individual contribution by percentage; and evidence of impact
Research/Creative activity funding, including title of grant, funding body, grant category, year and total grant value and any patents
Education activities (where appropriate), including contribution to development of peers in the field via formal courses or programs, executive education or short courses, training, professional development, talks, or mentoring
Service to the profession or disciplinary area

The ANU is an equal opportunity employer. It may be relevant to also prepare a statement regarding your “achievements relative to opportunity”. This statement is very important if your academic contributions have been affected by caring responsibilities, chronic illness, disability, prolonged leave, fractional full time equivalent work or significant clinical/managerial loads in your roles. You should also list your type of appointment

There is a separate guidance paper endorsed by the ANU which outlines the best manner in which document the ways in which your achievements may have been impacted which is available at <http://intranet.science.anu.edu.au/files/Assessing%20achievement%20relative%20to%20opportunity%20discussion%20paper.pdf>

If you do not have an ANU staff ID number to see this document, please refer to the ANU Medical School Website <http://medicalschoo.anu.edu.au/getting-involved/honorary-status> where the document can also be found.

The secretariat will

- notify the applicant of the decision of the committee,

- send out relevant paperwork to the successful applicant
- send out a reminder within a month of the paperwork not having been returned to the secretariat
- report to Medical School Senior Faculty Executive and Dean, College of Medicine, Biology and Environment of the outcome of the committee meeting

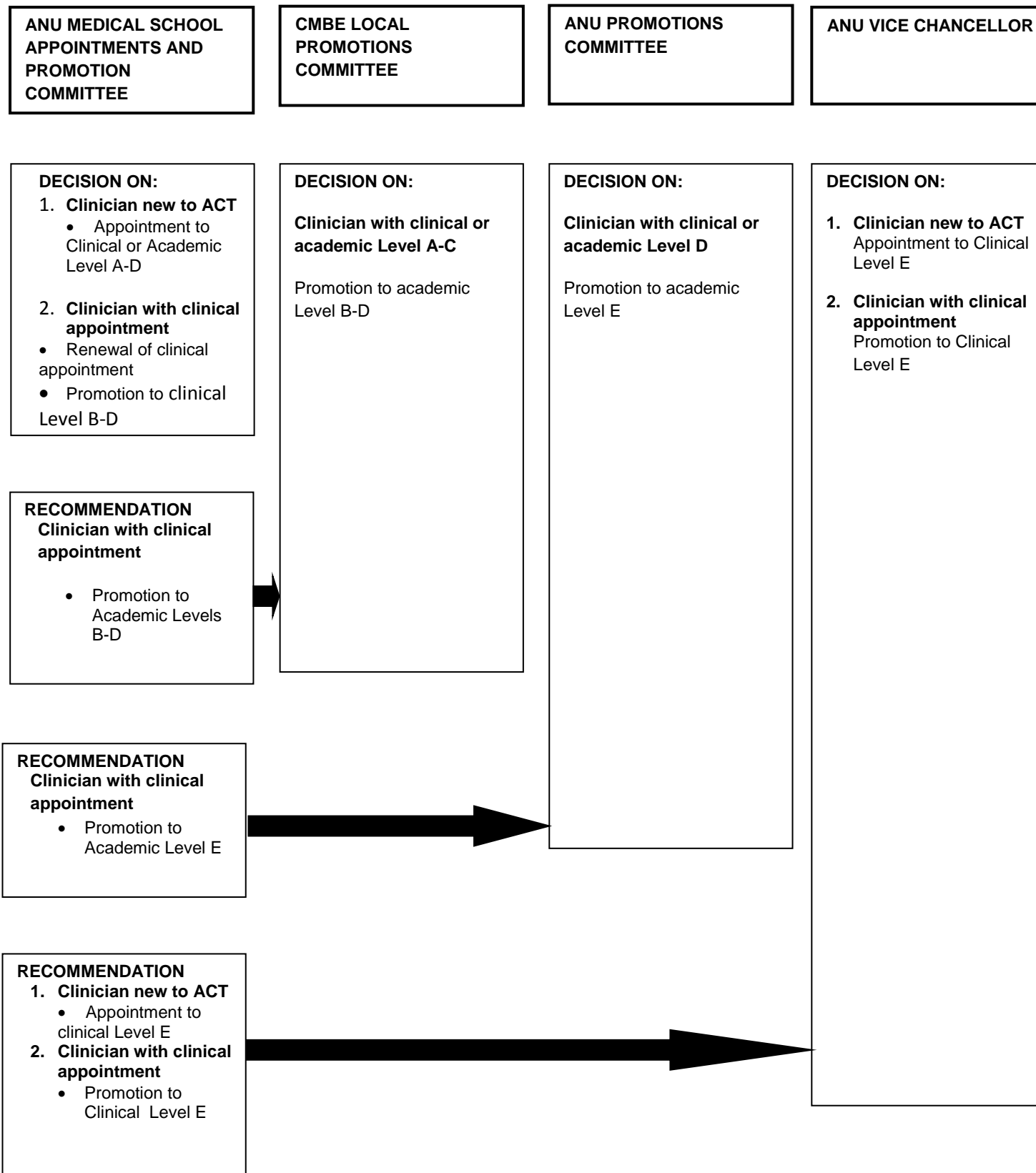
The successful applicant will be required to sign and return the offer of appointment/renewal to the secretariat via the provided intranet link, or by e-mail [science.curtin.hr@anu.edu.au](mailto:science.curtin.hr@anu.edu.au) within one month of receiving the offer.

For appeals, please follow the ANU procedure on promotion

Appendix 1: ANU approved Health Practitioner List

National Board	Profession	Division
Aboriginal and Torres Strait Islander Health Practice Board of Australia	Aboriginal and Torres Strait Islander Health Practitioner	n/a
Dental Board of Australia	Dental Practitioner	Dentist
		Dental therapist
		Dental hygienist
		Dental prosthetist
		Oral health therapist
Medical Board of Australia	Medical Practitioner	n/a
Medical Radiation Practice Board of Australia	Medical Radiation Practitioner	Diagnostic radiographer
		Nuclear medicine technologists
		Radiation therapist
Nursing and Midwifery Board of Australia	Nurse	Registered nurse (Division 1)
		Enrolled nurse (Division 2)
Nursing and Midwifery Board of Australia	Midwife	n/a
Occupational Therapy Board of Australia	Occupational therapist	n/a
Optometry Board of Australia	Optometrist	n/a
Pharmacy Board of Australia	Pharmacist	n/a
Physiotherapy Board of Australia	Physiotherapist	n/a
Podiatry Board of Australia	Podiatrist	n/a
Psychology Board of Australia	Psychologist	n/a

Appendix 2: Flowchart of Academic Appointments and Promotion for Clinicians



Appendix 3: Outline of a CV for conferral or promotion:

Personal Details: address, e-mail

Key Achievements: highlighted dot points of achievements, best separated into education, research and community service

Qualifications and Professional Appointments: degrees, memberships, awards, past and current appointments,

Service and Administrative Experience: national and national contribution to committees with brief explanations

Teaching: national and national contribution to teaching with brief explanations

Research: national and national contribution to research with brief explanations

Publications and Presentations

Referees

Statement of Achievement relative to opportunity