

CONJOINT ACADEMIC APPOINTMENTS COMMITTEE

TERMS OF REFERENCE

The School of Medicine and Public Health (SMPH) Conjoint Academic Appointment Committee (CAAC) is responsible for the assessment of conjoint applications and will provide a recommendation to the Head of School, SMPH (or delegate). These applications can include, but are not restricted to, applications to participate in the Joint Medical Program (JMP).

1. Functions

1.0 The Conjoint Committee assesses applications for those who:

- teach within the School in undergraduate and/or postgraduate programs
- are involved in a research team associated with the School
- collaborate and affiliate with the School according to approved University guidelines and criteria.

1.1 The Committee recommends a level of appointment to the Head of School, SMPH for approval which then progresses to the relevant Faculty Pro-Vice Chancellor (PVC) or Vice Chancellor (VC), dependent on level of appointment, for review and endorsement.

2. Membership

The Committee comprises of;

- a minimum of five (5) current SMPH Conjoints,
- a representative from the School Executive (HOS Delegate),
- a representative from the Hunter New England (HNE) Local Health District (LHD) Executive,
- a representative from the Central Coast (CC) LHD Executive.

The Committee Chair makes the final decision on members of the Committee in consultation with the Head of School, SMPH. All members will have full voting rights.

3. Chair

The Committee Chair will always be a SMPH Conjoint member.

4. Deputy Chair

The Deputy Chair will always be the HOS Delegate.

5. Tenure

The tenure for members of the Committee is three (3) years, renewable once, for a total tenure of six (6) years (maximum). Each member can elect to continue for a second term with Head of School, SMPH approval or step down at the conclusion of the term.

6. Attendance Requirements

If a member cannot make three (3) Committee meetings in succession, the Committee Chair may consider replacement.

7. Quorum

The quorum for meetings of the Committee is half plus one of the membership (i.e. a minimum of five (5) members). If neither the Chair nor Deputy Chair are in attendance, and a nominee has not been appointed, the meeting is deemed inquorate and postponed.

8. Reporting

The Committee Coordinator will forward meeting documentation at least one (1) week prior to meeting. The Coordinator will record all recommendations. In the event that a recommendation cannot be agreed, further information may be sought by the Coordinator and reported back to the Committee.

Recommendations by the Committee will be provided to the Head of School, SMPH.

9. Meetings

The Committee will meet a minimum of five (5) times each calendar year. Additional meetings may be called as frequently as necessary. Members will be notified of meeting dates at the onset of each calendar year.

10. Authorities (Delegations)

The Committee Chair is authorised to recommend urgent appointments, level to be confirmed. These urgent appointments will then be reviewed at the next Committee meeting.