Clinical Conjoint Academic Promotion Procedure

Section 1 - Introduction and Purpose

(1) Clinical conjoints may be appointed in accordance with the Honorary Academic Titles and Visiting Appointments Policy and its associated procedure.

(2) This document sets out the procedure for promotion of an appointed clinical conjoint to a higher clinical conjoint academic title at the University of Newcastle (University) and supports the implementation of the Academic Promotion Policy (Policy). This document must be read in conjunction with the Policy and any associated and approved Clinical Conjoint criteria.

(3) Academic promotion of a clinical conjoint recognises the contribution of eligible clinical conjoint title holders to the University's teaching, research, engagement and clinical academic mission.

(4) Clinical conjoint academic promotion is a distinct pathway and is not assessed under the standard Academic Promotion Procedure.

Section 2 - Scope

(5) This Procedure applies to current honorary academic title holders who meet the definition of a clinical conjoint as defined by the Honorary Academic Titles and Visiting Appointment Policy, and who are seeking promotion to a higher clinical conjoint academic title. Clinical conjoint academic titles are:

a. Clinical Conjoint Associate Lecturer - Level A academic;
b. Clinical Conjoint Lecturer - Level B academic;
c. Clinical Conjoint Senior Lecturer - Level C academic;
d. Clinical Conjoint Associate Professor - Level D academic; and
e. Clinical Conjoint Professor - Level E academic.

(6) This Procedure does not apply to:

a. academic staff employed by the University seeking promotion in their employed academic role;
b. initial clinical conjoint appointments;
c. renewal of a clinical conjoint title where no promotion is sought; or
d. other honorary, adjunct, conjoint or visiting academic title holders.

(7) Appointment or promotion to any level of clinical conjoint remains subject to the Honorary Academic Titles and Visiting Appointments Policy.

Section 3 - Procedural Principles

(8) Clinical conjoint academic promotion must be managed in accordance with the following principles:

a. promotion must be based on merit and conducted in accordance with the principles of equity and procedural fairness;
b. applicants must be assessed against the approved clinical conjoint criteria for the level sought;
c. applicants must demonstrate appropriate contribution to the University through teaching, research and/or engagement;
d. the process must be fair, transparent and proportionate to the honorary nature of the appointment;
e. confidentiality must be maintained; and
f. decisions must be made in accordance with relevant delegated authority.

(9) The process for academic promotion will include appropriate procedural, equity and conflict of interest safeguards.

Section 4 - Timing

(10) Clinical conjoint promotion applications will be considered as a pilot from June 2026 until the commencement of the standard academic promotion round in 2027.

(11) The approved Clinical Conjoint Appointments and Promotions Committee (CCAPC) meeting schedule, eligibility requirements, application documents and submission instructions will be published on the University's website.

Section 5 - Eligibility

(12) To be eligible to apply for promotion under this section, an applicant must:

a. meet the definition of clinical conjoint honorary academic title holder with the University of Newcastle;
b. be seeking promotion to the next higher clinical conjoint academic level;
c. have held their current clinical conjoint (or equivalent honorary) title for at least two consecutive years;
d. have waited at least two years since submission of any previous academic promotion application at the University of Newcastle.

Section 6 - Criteria for Promotion

(13) Clinical conjoint promotion applications will be assessed against the CHMW Criteria for Assessing the Level of Clinical Conjoint Academic Appointment.

(14) Applicants must address the skill base for the clinical conjoint academic level being sought, and provide evidence of achievement in at least two of the following academic criteria areas:

a. teaching;
b. research; and/or
c. engagement.

(15) The CCAPC will assess the application against:

a. the skill base for the level sought;
b. the applicant's nominated academic criteria areas;
c. the quality and relevance of the evidence provided;
d. the applicant's clinical conjoint role and opportunity to contribute; and
e. the applicant's professional, clinical, academic or discipline standing.

Section 7 - The Application

Step 1 - Intention to Apply

(16) A clinical conjoint title holder who wishes to apply for promotion must first submit an Intention to Apply online form. The Intention to Apply process will be used to:

a. review eligibility requirements for prospective applicants;
b. identify the relevant Discipline Lead, Clinical Dean or discipline representative;
c. identify the relevant Head of School; and
d. ensure eligible applicants receive the correct application documents.

(17) Human Resource Services will review the Intention to Apply and confirm whether the applicant meets the eligibility requirements for the clinical conjoint promotion process. Human Resource Services will advise applicants by email of the outcome of their Intention to Apply.

(18) Eligible applicants will be emailed to confirm eligibility and be provided the required application documents and submission instructions.

Step 2 - Application Preparation

(19) Eligible applicants for promotion to Levels B to E must prepare and submit the following clinical conjoint promotion application documents:.

a. Clinical Conjoint Promotion Application Form;
b. current Curriculum Vitae;
c. certified copies of qualifications relevant to the skill base expected for the clinical conjoint level sought, as per the CHMW Criteria for Assessing the Level of Clinical Conjoint Academic Appointment. For the purposes of this procedure, a certified copy may include documents signed by a registered medical practitioner, provided their AHPRA number is included. All certified copies must include the notation "original copy sighted";
d. Discipline Endorsement Form.

(20) In addition, applicants seeking promotion to Level E - Clinical Conjoint Professor must also submit:

a. Clinical Conjoint Promotion Portfolio; and
b. Nominations for Independent Assessors (refer to Step 5 for details).

Discipline endorsement

(21) The applicant must meet with the relevant Discipline Lead, Clinical Dean or approved discipline representative before submitting their completed application. The purpose of the meeting is to discuss:

a. the applicant's contribution to the discipline;
b. the level sought;

c. evidence against the Clinical Conjoint criteria;
d. readiness for promotion; and
e. whether the application should proceed to Head of School review.

(22) The applicant is responsible for arranging the meeting with the relevant Discipline Lead, Clinical Dean, or approved discipline representative, and for providing the following documents in advance of the meeting to allow adequate time for review:

a. Clinical Conjoint Promotion Application Form;
b. Curriculum Vitae;
c. Clinical Conjoint Promotion Portfolio (Level E applicants only); and
d. Discipline Endorsement Form.

(23) Following the meeting, the Discipline Lead, Clinical Dean or approved discipline representative must complete the Discipline Endorsement Form and return it to the applicant for inclusion in their application package, and copied to the relevant School Office email address for recordkeeping.

(24) The Discipline Endorsement Form must indicate whether the application is supported to proceed to Head of School review.

(25) If endorsement is not obtained, the application cannot proceed.

Step 3 - Application Submission

(26) Once Discipline Endorsement has been obtained and the Discipline Endorsement Form is complete, the applicant is responsible for submitting the Clinical Conjoint promotion application package to the relevant School Office email address.

(27) The application package must include:

a. Clinical Conjoint Promotion Application Form;
b. current Curriculum Vitae;
c. certified copies of relevant qualifications;
d. Discipline Endorsement Form; and
e. for Level E applicants only, the Honorary Clinical Conjoint Promotion Portfolio and nominations for Independent Assessors required under this Procedure.

Step 4 - Head of School Endorsement

(28) Following receipt of the complete application package, the relevant School Office must arrange a meeting between the applicant and the relevant Head of School or authorised delegate.

(29) Prior to the meeting, the Head of School or authorised delegate must review the application package and then meet with the applicant to discuss their application to determine if they will support it proceeding to CCAPC review.

(30) Following the meeting, the Head of School or authorised delegate must complete the Head of School Endorsement Form to indicate whether the School supports the application proceeding to CCAPC review. The completed form will be provided in-confidence to the relevant School Office email address.

(31) An application will not proceed to the CCAPC for review unless a supportive Head of School Endorsement Form has been received.

Step 5 - Independent Assessments (Level E – Clinical Conjoint Professor only)

(32) Independent assessments are not required for clinical conjoint promotion applications up to and including Clinical Conjoint Associate Professor, unless requested by the CCAPC.

(33) Applicants seeking promotion to Level E - Clinical Conjoint Professor must nominate a minimum of three (3) Independent Assessors in the Clinical Conjoint Promotion Application Form (refer to Step 2).

(34) Independent Assessors should be persons of national or international standing. At least two of the Independent Assessors must be external to the University and at professorial level or equivalent.

(35) Independent Assessors must not have, or be perceived to have, a personal interest, conflict of interest or other relationship that may compromise the independence or objectivity of the assessment.

(36) Independent assessments must be requested by the School, College, or CCAPC Secretariat. Applicants must not obtain or submit their own requests for independent assessments.

Step 6 - Referral to CCAPC

(37) On receipt of the Head of School Endorsement Form, the relevant School Office must confirm that the application package is complete. Where ready to proceed, the School Office must refer the application package to the CCAPC Secretariat for scheduling and consideration.

(38) The CCAPC application package must include:

a. Clinical Conjoint Promotion Application Form;
b. current Curriculum Vitae;
c. certified copies of relevant qualifications;
d. Discipline Endorsement Form;
e. Head of School Endorsement Form; and
f. for Level E applicants only, the Clinical Conjoint Promotion Portfolio and completed independent assessments.

(39) Incomplete applications will not proceed to CCAPC review and applicants must be notified of any outstanding requirements.

(40) The relevant School Office must advise applicants by email once their application has been confirmed as complete and referred to CCAPC for consideration.

(41) An applicant may withdraw their application at any time before CCAPC convenes to consider the application.

Section 8 - Consideration, Approval and Outcome Process

Clinical Conjoint Appointments and Promotions Committee (CCAPC) Governance

(42) The membership of CCAPC will be in accordance with the committee's Terms of Reference.

(43) CCAPC members must consider applications fairly, objectively and consistently, in accordance with the procedural principles outlined in Section 3.

(44) CCAPC deliberations, recommendations and associated documentation are confidential.

CCAPC consideration process

(45) Clinical conjoint promotion applications must be considered by the CCAPC. The CCAPC will consider:

a. the Clinical Conjoint Promotion Application Form;
b. the applicant's current Curriculum Vitae;
c. certified qualifications, where required;
d. the Discipline Endorsement Form;
e. the Head of School Endorsement Form;
f. the Clinical Conjoint Promotion Portfolio, where required for Clinical Conjoint Professor applications;
g. independent assessments, where required for Clinical Conjoint Professor applications; and
h. any other information requested by the CCAPC.

(46) The CCAPC will assess applications against the CHMW Criteria for Assessing the Level of Honorary Academic Appointment for the academic level sought and will make a recommendation as to whether promotion should be approved.

(47) The CCAPC may:

a. recommend promotion;
b. recommend that promotion not be approved;
c. request further information; or
d. defer consideration to a later meeting.

(48) Clinical Conjoint applicants will not normally be interviewed by the CCAPC. Where required, CCAPC may seek clarification from the applicant, Discipline Lead, Clinical Dean, Head of School or another relevant person.

Approval

(49) For applications seeking promotion to Academic Levels B-D, the CCAPC will provide its recommendation to the College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing for review and endorsement. The College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing will then forward their recommendations to the Senior Deputy Vice-Chancellor (Academic & Global), or other relevant delegate for consideration and approval.

(50) For applications seeking promotion to Academic Level E, the CCAPC will provide its recommendation to the College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing for review and endorsement. The College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing will then forward their recommendations to the Senior Deputy Vice-Chancellor (Academic & Global) for consideration. Where supported, the recommendation will be forwarded to the Vice-Chancellor for approval.

Outcome notification and feedback

(51) Applicants must be advised of the outcome in writing.

(52) Where promotion is approved, the College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing must issue a letter confirming the new clinical conjoint academic title and any conditions attached to the title.

(53) The higher clinical conjoint academic title must take effect from the date specified in the University's written confirmation of the updated appointment. The applicant must not use the higher title before that date.

(54) Where promotion is not approved, the applicant will retain their current clinical conjoint title for the remainder of their current appointment term, subject to the usual requirements for continuation or renewal of the title.

(55) Unsuccessful applicants may seek feedback from the relevant Head of School. Feedback is intended to support future development and should not be taken as prescriptive advice for any future application.

Section 9 - Conflict of interest

(56) Applicants and all other persons involved in the process must disclose any actual, potential or perceived conflict of interest, in accordance with the University's Disclosure of Interest Policy and Procedure.

(57) The CCAPC Chair will determine how any conflict of interest will be managed before the relevant application is considered.

Section 10 - Training and briefing

(58) CCAPC members and University staff involved in the Clinical Conjoint promotion process must complete any required briefing or training before participating in the process.

(59) Training or briefing may include:

a. Clinical Conjoint promotion criteria;
b. merit and equity considerations;
c. confidentiality;
d. disclosure of interest;
e. procedural fairness; and
f. the role of CCAPC members and University staff in the process.

Section 11 - Appeals

(60) A clinical conjoint promotion applicant may appeal a decision only on the grounds that this Procedure was not followed and that the breach had a material effect on the decision not to approve promotion. The applicant must provide evidence of the breach which they believe has had a material effect on the decision not to promote.

(61) An appeal on the basis of outcome alone will not be considered.

(62) An appeal must be lodged with the Chief People and Culture Officer within 14 days of notification of the outcome.

(63) The Chief People and Culture Officer will consider the appeal and make a determination within 30 calendar days. The outcome will be notified in writing.

(64) Where a breach of the procedure has occurred and has had a material effect on the decision not to promote, the Chief People and Culture Officer shall direct action that is necessary to remedy the breach.

Section 12 - Record Keeping

(65) All documents relating to clinical conjoint academic promotion will be maintained and provided to Human Resource Services by the relevant School in a timely manner.

(66) All records must be maintained in accordance with the Records Governance Policy.

Section 13 - School Office Email Address

School	Email Address
School of Medicine and Public Health	smph-conjoint@newcastle.edu.au
School of Health Sciences	shs-pa-hos@newcastle.edu.au
School of Biomedical Sciences and Pharmacy	BiomedSci-Head@newcastle.edu.au
University of Newcastle Department of Rural Health	chmw-honorary@newcastle.edu.au
School of Nursing and Midwifery	SONM-ExecutiveAssistant-HOS@newcastle.edu.au

Status and Details

Status	Current
Effective Date	3rd August 2026
Review Date	3rd August 2029
Approval Authority	Chief People and Culture Officer
Approval Date	26th July 2026
Expiry Date	Not Applicable
Responsible Executive	Lisa Wood College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing Lisa.Wood@newcastle.edu.au
Enquiries Contact	Office of the Pro Vice-Chancellor Health, Medicine and Wellbeing

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Academic staff" - A person employed as an academic staff member or appointed as an academic honorary appointee (including adjunct, clinical conjoint, visiting, honorary and conjoint appointments), but does not include persons who are employed solely as teachers or professional staff.

"Level B academic" - Lecturer.

"Level C academic" - Senior Lecturer.

"Level D academic" - Associate Professor.

"Level E academic" - Professor.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"School" - An organisational unit forming part of a College or Division, responsible for offering a particular course.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"College" - An organisational unit established within the University by the Council.

"Level A academic" - Associate Lecturer.

"Delegate" - (noun) refers to a person occupying a position that has been granted or sub-delegated a delegation of authority, or a committee or body that has been granted or sub-delegated a delegation of authority.

"Delegated authority" - refers to the specific description of the authority that is delegated or sub-delegated to a holder.