



Conjoint Staff Induction

2017 Checklist

A message from the **Pro Vice-Chancellor**



Welcome to the Faculty of Health and Medicine, one of the most comprehensive health faculties in Australia. We are a multiprofessional and research intensive Faculty committed to producing exemplary health care practitioners and researchers who respond innovatively and with purpose to the rapidly changing health environment.

The Faculty delivers a comprehensive range of undergraduate, postgraduate and professional training programs within our four schools (Biomedical Sciences and Pharmacy, Health Sciences, Medicine and Public Health, and Nursing and Midwifery).

We are the University's leading Faculty in terms of total research funding and our research is characterised by multidisciplinary research clusters with critical mass. Each of these strategic groups integrate research across the basic, clinical and population health sciences, which in turn informs evidence based practice and teaching across all of our campuses. This approach along with our strategic relationships with health services, research institutes and other key partners such as private health care providers, enables us to deliver research output that translates discoveries into therapeutic advances that add real value.

Each year over 1,000 conjoint staff play a key role in supporting the teaching and learning of more than 7,600 students and delivering on our research objectives through publications, grant income and Research Higher Degree supervision. Your valuable skills, knowledge and experience benefits our teaching and research by ensuring our academic activities remain current and that we continue to foster mutually beneficial engagement opportunities with members of our professional communities.

I would like to take this opportunity to thank you for your contribution to the Faculty and encourage you to take the time to review this welcome pack designed to orientate you to key components of the University and the Faculty.

Warm wishes,

Laureate Professor John Aitken

[Pro Vice-Chancellor \(Health and Medicine\)](#)

Faculty of Health and Medicine

Key statistics



Most Comprehensive
Health Faculty
in Australia



13

ERA Fields of
Research rated as 5
(well above world standard¹)



**TOP
100**

QS World University
Ranking for Nursing¹



**TOP
150**

QS World University
Ranking for Medicine²



**TOP
150**

QS World University
Ranking for Pharmacy
and Pharmacology²



1084

Conjoint Staff



33

Degree Programs
14 Undergraduate
19 Postgraduate



7600

Current Students

¹ Excellence in Research Australia 2016 ² QS World University Rankings 2016

About this Checklist

This pack has been designed to orientate conjoint staff members joining the Faculty of Health and Medicine.

It is intended as a resource to provide guidance and useful information throughout your conjoint career within the Faculty. If you require any further assistance please do not hesitate to contact your School's conjoint liaison staff member:

School Conjoint Liaison Staff Member

Lorraine Lynch
Biomedical Sciences and Pharmacy

Sally Goodchap
Health Sciences

Mary Mullan
Medicine and Public Health

Jenice Liou
Nursing and Midwifery

Emily Princehorn
Faculty of Health and Medicine

This document was prepared by the Pro Vice-Chancellor's Unit Faculty of Health and Medicine.

CONTACT

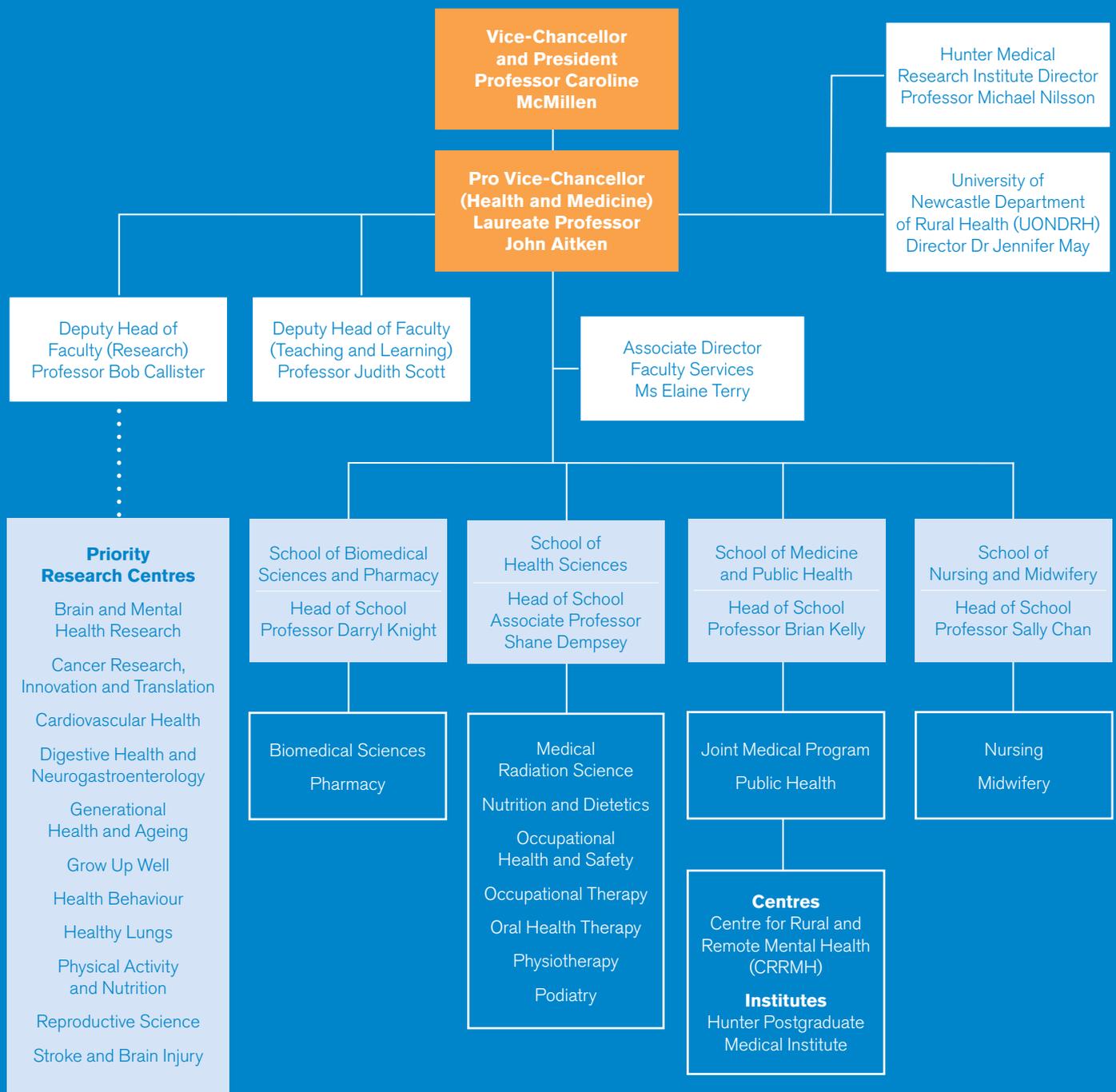
Elaine Terry

Associate Director Faculty Services
Office of the PVC Health and Medicine

✉ Elaine.Terry@newcastle.edu.au

☎ (02) 4921 5678

Organisational chart



Key facts about your **Appointment**

- Conjoint staff hold honorary appointments at UON.
- The Faculty accepts applications at any time of the year however intakes of conjoint staff usually occur in January and June.
- Honorary (Conjoint) appointments are approved for a period of three (3) years. Reappointment, including consideration of appointment to a higher level, will be undertaken when the current conjoint appointment expires or in the Triennial Review (commencing December 2017), whichever is the sooner.
- The following titles are to be used for honorary appointments: Conjoint Professor; Conjoint Professor of Practice; Conjoint Associate Professor; Conjoint Senior Lecturer; Conjoint Lecturer or Conjoint Fellow. The use of the academic title is contingent upon the individual:
 - a) Contributing to the University's activities as outlined in the letter of offer of appointment; and
 - b) Upholding the agreed academic standards, policies and procedures of the University
- Conjoint appointments to the School of Medicine and Public Health include additional requirements:

 [Joint Medical Program conjoint and adjunct appointments](#)

The University has developed rules, procedures and responsibilities relating to the appointment of conjoint staff.

For further information:  [Appointment of Conjoints Guidelines](#)



Most items in this checklist have a link directing you to information on the UON website.

Hover over the item text/icon to click through!

For more information or guidance visit:
newcastle.edu.au/current-staff/systems-and-tools

Getting started

Computer access

When you commence your conjoint appointment at UON you are allocated a six digit staff number in our Human Resource system. This will be included in the letter sent to you before you start. Your School based conjoint liaison staff member can also provide this number.

This staff number will enable you to create your Uni-ID and password, and access University computers and online systems.

There are six steps required to get your basic accounts set up. For further information:

 [New staff computing accounts](#)

Faculty information

The Faculty of Health and Medicine web pages include useful information about our four Schools and areas of research:

 [Faculty of Health and Medicine](#)

There are also dedicated staff pages which provide further details about relevant policies, procedures and resources relevant to our staff:

 [Faculty of Health and Medicine resources](#)

Identification cards

Your NUcard is your staff ID card while at UON. This card gives you access to the library, and if required, is used as your electronic access card to restricted rooms and spaces. For further information:

 [Staff identification cards](#)

IT support

Conjoint appointees should discuss with their Head of School or Unit regarding whether they will need access to a telephone or computer as part of their conjoint appointment. If applicable IT services can be contacted on (02) 4921 7000 or for further information:

 [IT Services](#)

Library access

Full academic staff rights and privileges are accorded to conjoint appointees. Electronic resources are accessible off campus using your normal University log-in (i.e. staff numberplate and password). Further information is available from:

 [Staff borrowing](#)

Mailing lists

The University manages a number of mailing lists notifying you of opportunities and new initiatives. For further information:

 [Mailing lists](#)

We particularly encourage you to subscribe to the Health-conjoints list. For further information:

 [Health Conjoints list](#)

Maps

Maps for our campuses at Callaghan, Ourimbah and Port Macquarie can be viewed and downloaded at:

 [The University of Newcastle maps](#)

Getting started

Online training

Health and safety training

All conjoint staff are encouraged to complete the Online Health and Safety Induction which provides you with essential health and safety information and tips on how to access further documents, processes and systems. The training can be accessed here:

 [Safety induction](#)

EO Online

EO Online is a self-paced, interactive Equal Opportunity online workshop designed to give you a better understanding of equity principles within the University. The program explains equity principles, terminology and application through real life case studies and interactive learning techniques. The training can be accessed here:

 [EO Online](#)

Security and Emergency information

The University undertakes a number of initiatives to keep our staff and students safe and has clear guidelines in regards to emergency situations. For further information:

 [Security and emergencies](#)

Transport

There are a range of transport options to our campuses and facilities. For further information:

 [Getting here](#)

Parking

Conjoint staff are eligible for free parking if certain employment conditions are met (i.e. you cannot undertake more than 8 hours paid University employment per week). Visit the Infrastructure and Facilities Services office at either the Newcastle or Central Coast campus to receive your validation sticker.

University policies

University policies can be found online in the Policy Library. For further information:

 [Policy Library](#)

Please take the time to become familiar with policies relevant to you by using the term 'conjoint' in the search bar.

Further support:

The UON Academy has been set up to provide support to sessional, casual and conjoint staff. All conjoint staff automatically become members of the academy upon appointment. For further information:

 [UON Academy](#)

Useful Information

There are a number of forms, guides and templates available that may assist your transition into, and ongoing conjoint appointment with, the University. For further information:

 [Forms, guides and templates](#)

Research

Affiliation

In all written correspondence or documentation, including research publications, please identify your affiliation with the University and/or Faculty by indicating your academic status appropriate to your appointment preceded by the term “Conjoint” (for example, Conjoint Fellow, Conjoint Lecturer, Conjoint Senior Lecturer, Conjoint Associate Professor, Conjoint Professor or Conjoint Professor of Practice).

Research grants

Faculty conjoint staff members are strongly encouraged to participate in grant applications.

To get up to date information regarding grant opportunities, subscribe to the Research What’s New email list. For further information:

 [Email lists](#)

Research mentoring/supervision

We encourage our conjoint staff to participate in Research Higher Degree supervision specific to their discipline area. If you are interested in supervising students please inform your Head of School or Discipline Lead.

Further information and support

UON Research Services has developed a resource toolkit to find information on research funding opportunities, research performance data, scientific support services, research systems and ethics and compliance procedures for research projects. For further information:

 [Researcher resources](#)

To speak to our Faculty representative contact:

Shirley Savy, Research and Research Training Officer

 shirley.savy@newcastle.edu.au

Education

Teaching essentials (Centre for Teaching and Learning)

The Centre for Teaching and Learning (CTL) supports students and academic staff in the pursuit of learning success and teaching excellence. CTL can work with you at all stages of your career, whether you are new to teaching or someone who is interested in further developing your teaching practice. For further information:

 [New to teaching](#)

 [Professional development](#)

 [Key dates](#)

Key Resource

UONline is the University’s Virtual Learning Environment (VLE). The VLE is a collection of technologies used to provide online learning spaces, deliver online content and activities and facilitate online communication and collaboration to support teaching and learning at the University. For further information:

 [UONline for staff](#)

Opportunities

Awards

The Faculty of Health and Medicine Conjoint and Clinical Facilitator Staff Award is awarded to a maximum of three recipients each year. The criteria for the award is as follows:

1. The Conjoint or Clinical Facilitator staff member must have a minimum one year appointment with the Faculty of Health and Medicine.
2. The Conjoint or Clinical Facilitator staff member must have demonstrated an outstanding contribution to the Faculty of Health and Medicine.

Nominations are sought in October of each year.

The Vice Chancellor's Awards for Teaching Excellence and Contribution to Student Learning are open to all academic staff holding an ongoing or sessional appointment for a minimum of 2 years. This includes tutors, casual lecturers and conjoint staff. For further information:

 [Awards for Teaching Excellence Guidelines](#)

Training

The Faculty offers professional development, postgraduate coursework and research degrees across a wide range of fields.

Professional Development

The Certificate in Clinical Teaching and Supervision is designed to broaden the educational skills and understanding of any doctors who teach medical students, including prevocational doctors in training, and/or specialist registrars.

 [Professional Development](#)

Postgraduate Coursework

The Faculty also offers Postgraduate study within the Faculty gives you the flexibility to design a program that suits your lifestyle. You can choose to study face to face, online or blend your program.

 [Postgraduate coursework](#)

Higher Degree by Research

Our higher degree by research students are provided with a number of resources to support their projects and have the opportunity to meaningfully advance the research and knowledge in their chosen field.

 [Research Higher Degrees](#)

Promotion

Conjoint staff members are encouraged to apply for promotion. To facilitate this process refer to the Contributions of Conjoint Appointees table in the following section and then contact your School Conjoint administrator who will discuss the next steps with you. Alternatively contact Emily Princehorn, Personal Assistant to the Pro Vice-Chancellor, Faculty of Health and Medicine.

Contributions

Contributions of Conjoint Appointees

An applicant should normally fulfill the “Qualifications” criteria and demonstrate achievement in at least two of the four categories below (one of which must be either teaching or research):

Level	Qualifications	Teaching/Education	Academic/Research	Professional/Clinical	Service /Community
Conjoint Teaching Fellow	Relevant Bachelor's degree or equivalent in a relevant area.	Capacity to teach into a Faculty course in an ongoing and regular manner.	None	None	None
Conjoint Research Fellow	Four years tertiary study in a relevant area	None	Current involvement in a research group or program.	None	None
Conjoint Lecturer	Relevant Bachelor's degree AND admission at entrance level to a professional body. In some cases a Masters or Doctorate maybe required.	Some undergraduate or postgraduate teaching experience. Role in organisation of teaching and/or role in conducting objective structured clinical examinations.	Active participation in research or a clinical audit process where the results have been presented or published/ or undertaking a research higher degree.	Appointment as a senior clinician/ practitioner in either public or private practice.	Involvement in committees, community groups or professional bodies relating to the provision of health care or health research.
Conjoint Senior Lecturer	Relevant Bachelor's degree AND membership of professional body, OR Masters by research/ Doctorate or equivalent.	Established track record in undergraduate or postgraduate teaching. Involvement in curriculum or content development. Leadership role in organisation of teaching and/or role in conducting objective structured clinical examinations.	Active participation in clinical/translational research/significant clinical audit process where the results have been presented at a national level. Author in peer reviewed publications. Participation in peer-reviewed research grants as an investigator. Active participation in at least national peer review processes and journal peer review processes.	Appointment as a senior clinician/ practitioner in either public or private practice.	Office bearer or leadership role in committees, community groups or professional bodies relating to the provision of health care or health research.

Contributions

Level	Qualifications	Teaching/Education	Academic/Research	Professional/Clinical	Service /Community
Conjoint Associate Professor	Relevant Bachelor's degree AND membership of professional body, OR Masters by research/ Doctorate or equivalent.	Sustained and significant contribution to teaching across undergraduate, post graduate or continuing education training. Leadership role in organisation of teaching and conducting objective structured clinical examinations. Evidence of teaching innovation or teaching award(s).	Significant and sustained contribution to a body of research or translation of research into clinical practice, published in peer-reviewed journals. Presentation of research at a national level. Leadership role in peer reviewed research grants. Active participation in at least national peer review processes and journal peer review processes.	Appointment as a senior clinician/ practitioner in either public or private practice. Leadership role in health service department, committee or private practice.	Leadership role in committees, community groups, professional bodies or government body of at least national significance in health care or health research.
Conjoint Professor	Relevant Bachelor's degree AND membership of professional body, OR Masters by research/ Doctorate or equivalent.	Sustained and significant contribution to teaching across undergraduate, post graduate or continuing education training. Leadership role in organisation of teaching and conducting objective structured clinical examinations. Contribution to curriculum development. Evidence of teaching innovation or teaching award(s). Scholarly contributions to teaching innovation, or the development of new teaching products or methods.	Significant and sustained contribution to a body of research or translation of research into clinical practice. Published in peer-reviewed journals of national and international significance. Presentation of research at an international level. Senior leadership role in peer reviewed research grants. Active participation in at least national peer review processes and journal peer review processes and the role as an editor or equivalent. Evidence of leadership in research activities. Evidence of invitations to present at national and international meetings of professional bodies.	Appointment as a senior clinician/ practitioner in either public or private practice. Senior leadership role, such as head of department in health service department, or private practice.	High-level leadership role in committees, community groups, professional bodies or government body of at least national significance in health care or health research.
Conjoint Professor of Practice	No formal qualification needed.	Normally not required. If teaching is part of the position, requirements similar to Conjoint Associate Professor are needed.	Normally not required.	Normally not required.	Demonstrated significant and outstanding professional leadership at local, national or international level of a public or private organisation. Significant contribution to academic, professional or business development.

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THE UNIVERSITY OF
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AUSTRALIA