

GUIDELINES FOR SUBMITTING YOUR CONJOINT APPOINTMENT APPLICATION

Prior to submitting your Conjoint Appointment Application with the School of Medicine and Public Health (SMPH), Faculty of Health and Medicine (FHEAM), University of Newcastle (UON), please take the time to review all the resources provided at the following link - [SMPH Conjoint Appointments](#).

Please submit the following;

1. A completed University of Newcastle '[Conjoint Appointment Application Form](#)'. Please note, handwritten applications will not be accepted.
 - Applications for appointment as **Conjoint Associate Professor, Conjoint Professor, or Conjoint Professor of Practice** should include details of three (3) referees.
 - At least two (2) should be external referees who are recognised as authorities in your field.
 - For Conjoint Associate Professor and Conjoint Professor, it is desirable that you nominate senior referees (e.g. at or above the level aspired to).
 - When indicating the recommended level of appointment in '1.', please refer to the '[FHEAM University Conjoint Applications Criteria](#)'.
 - When outlining your qualifications and achievements in '2.', please, once again, refer to the '[FHEAM University Conjoint Applications Criteria](#)'.
 - Remember, you must demonstrate **minimum qualifications and ongoing commitment and achievement** in two (2) of the four (4) areas, *one (1) of which must be either 'Teaching/Education' or 'Academic/Research'*.
 - It is a good idea to set your response out in such a way as to directly address these criteria, e.g. work to the headings; Qualifications, Teaching/Education, Academic/Research, Professional/Clinical and Service/Community.
2. Your current Curriculum Vitae (CV).
3. A completed [Conjoint Appointment Application - SMPH Supplementary Form](#). This must be endorsed by Head of discipline/Clinical Lead or PRC Director in conjunction with the applicant. [Application Endorsement](#)
4. Any additional documentation supporting your application.

Please submit all forms and documentation to;
SMPH Conjoint Office, smph-conjoint@newcastle.edu.au

The School has a Conjoint Academic Appointments Committee (CAAC) that reviews all applications for Conjoint Senior Lecturer, Conjoint Associate Professor, Conjoint Professor and Conjoint Professor of Practice. All recommendations are sent to Head of School (HOS) for review and endorsement.

For an overview on the review process, please refer to the '[Conjoint Appointment Application Process](#)'.

Please note; an external independent referee (chosen by the SMPH Conjoint Academic Appointments Committee) may be approached to comment on your qualifications and experience.