

## Conjoint Application Checklist

All applicants are required to provide the following documents with their application:

### 1. Completed application form

- Sections 1 – 8 must be completed
- Section 13 must be endorsed by Head of Discipline/Clinical Dean or PRC (see resource document Application Endorsement for list of endorsee's)
- Section 4 – You must address the criteria relevant to the level you are applying for (see resource document FHEAM University Conjoint Applications Criteria) below is an example of what should be addressed in section 4 if applying for Conjoint Associate Professor.

The applicant demonstrates minimum qualifications and ongoing commitment and achievement in two (2) of the three (3) areas (one of which must be either teaching or research): 1. Teaching and Learning 2. Research and Innovation 3. Service and Engagement

	Qualifications	Teaching and Learning	Research and Innovation	Service and Engagement
<b>Conjoint Associate Professor</b>	PhD and/or recognised significant experience in the relevant discipline area.	Significant experience of undergraduate, postgraduate or continuing education teaching.	Have been research project leader and/or obtained competitive research funding and/or have been a regular reviewer of journal manuscripts or research grant applications. Have an established publication track record over the last 5 years.	Demonstrated recognition as a leader or successful academic or administrator in a University and/or have held membership of a professional society. Have made regular presentations to learned societies and/or been an active member of a professional society over the past 5 years.

### 2. Recent CV

### 3. Completed SMPH supplementary form (Applicants are to seek appropriate endorsement – see resource document Application Endorsement for list of endorsee's)

### 4. **MUST** provide Certified copies of your qualifications

Once you have all of your completed documents submit them to [smph-conjoint@newcastle.edu.au](mailto:smph-conjoint@newcastle.edu.au)