JMP - Dean of Medicine Joint Medical Program Rule

Section 1 - Preamble

(1) In accordance with the University of Newcastle Pro Vice-Chancellors, Associate Deans and Other College Officers Policy, the title “Dean” is a courtesy title conferred by the Vice-Chancellor. Its use is restricted to external academic, professional and other purposes approved by the Vice-Chancellor. The title is not included in the University of Newcastle’s formal academic organisational and administrative structures.

(2) UNE appoints a Dean on the basis of an employment contract, with delegations of responsibility outlined in a position description and other UNE employment policies.

(3) The Collaboration Agreement (Agreement) between the University of Newcastle (Newcastle) and the University of New England (New England) for the delivery and administration of a Joint Medical Program assigns a range of responsibilities to the role of the Dean of Medicine - Joint Medical Program (JMP) (Dean of Medicine) which stand outside the current provisions for the role of Dean at either university.

(4) This Rule is made in accordance with Section 29 of the University of Newcastle Act.

Section 2 - Purpose

(5) This Rule establishes and defines the position of the Dean of Medicine as outlined in the Agreement.

Section 3 - Scope

(6) This Rule applies to the functions and responsibilities of the Dean of Medicine, as established by the Agreement.

Section 4 - Appointment and Term of Office

(7) According to the Agreement, the Dean of Medicine shall be the Head of the Joint Medical Program.

(8) The Dean of Medicine will also fulfill the role of Head of School, School of Medicine and Public Health at Newcastle and will be subject to the employment conditions and requirements at University of Newcastle.

(9) The Dean of Medicine shall be appointed by nomination to the Joint Medical Program Governance Committee for a term of 3 years.

Section 5 - Responsibilities of the Dean of Medicine

(10) In accordance with the Agreement, the Dean of Medicine will:

a. be accountable to both universities for the supervision and academic leadership of the Joint Medical Program;

b. act as Chair of the Joint Medical Program Executive Committee (JMP Executive Committee) which, according to the Agreement, is responsible for:
    i. managing course delivery, including clinical placements, for the Joint Medical Program;
    ii. advising the JMP Executive Committee of all curriculum developments related to the delivery of the Joint Medical Program;
    iii. preparing resource and budget allocation plans;
    iv. advising on the appointment and employment of jointly funded positions in accordance with Schedule 6 of the Agreement;
    v. developing and implementing financial control, management, and shared funding policies for the Joint Medical Program;
    vi. advising on risk management issues for the Joint Medical Program to the Dean of Medicine and the Joint Medical Program Governance Committee;
    vii. financial reporting to the Joint Medical Program Governance Committee;
    viii. reviewing and approving Joint Medical Program policy documents and any additional policies as required; and
    ix. developing and annually reviewing the Joint Medical Program Five Year Strategic Plan.
c. report to the Joint Medical Program Governance Committee;
d. represent the Joint Medical Program at Medical Deans of Australia and New Zealand Inc;
e. fulfil all responsibilities in accordance with relevant rules, delegations, policies, procedures, and guidelines of the Joint Medical Program; and
f. work collaboratively and in consultation with the Head of School of Rural Medicine at University of New England, and any other University of New England and University of Newcastle schools involved in the delivery of the Joint Medical Program.

(11) In relation to the delivery of the Joint Medical Program across both universities, the rules, policies and procedures which assign responsibilities to the Dean of Medicine will be listed in the Joint Medical Program Schedule.

Section 6 - Delegation of Authority

(12) Newcastle will determine the Dean of Medicine delegations of authority in accordance with the Governance Rule and any other governing statutes, agreements, or rules.

(13) Academic matters delegated to the Dean of Medicine in accordance with Newcastle's Governance Rule will be reflected in a relevant Schedule to the Governance Rule.

(14) Operational matters sub-delegated to the Dean of Medicine by the University of Newcastle Vice-Chancellor will be reflected in a Schedule approved by the University of Newcastle Vice-Chancellor.

(15) The Dean of Medicine will exercise all delegations of authority in accordance with Newcastle's governance framework for delegations, including:

a. Conditions of Sub-Delegation by the Vice-Chancellor;
b. Delegation of Authority Framework; and
c. Delegation of Authority Guideline.

Section 7 - Acting Dean of Medicine

(16) In the event of absence of the Dean of Medicine for a period exceeding five consecutive working days, the Dean of Medicine shall appoint an Acting Dean of Medicine. The Acting Dean of Medicine will assume all responsibilities and authorities of the Dean of Medicine.

Section 8 - Conflict of Interest

(17) The Dean of Medicine will exercise due care and diligence in carrying out their roles, and comply with all relevant rules, policies and procedures.

(18) Disputes over alleged conflicts of interests will be addressed in accordance with the Disclosure of Interest Policy and its associated procedure.

Status and Details

Status	Current
Effective Date	3rd September 2024
Review Date	3rd September 2027
Approval Authority	University Council
Approval Date	30th August 2024
Expiry Date	Not Applicable
Responsible Executive	Daniel Bell General Counsel and Chief Governance Officer
Enquiries Contact	Hamish Lithgow University Secretary Legal and Governance Services

Glossary Terms and Definitions

"Working day" - Any day other than Saturday, Sunday, or a public holiday in Newcastle, on which business may be conducted.