



The University of Sydney

Conferring of all academic titles

This document covers the following types of titles¹:

1. Emeritus Professor
2. Academic Titles (Senior Executive Positions)
3. Adjunct Titles
4. Clinical Academic Titles
5. Conjoint Academic Titles
6. Honorary Titles²
7. Visiting Titles
8. Research Titles

In this document, refer to the Delegations of Authority Administrative Functions for the definition of:

- School
- Head - refers to HOS/HOA

Policy

This policy document covers the conferral of all academic titles (which is distinct from titles that are received through the academic appointments and promotions processes).

The University may confer a title on a person as recognition of his or her association with, or contribution to, the teaching, research/scholarship/creative/professional work or management of the University.

Principles

- The University is committed to acknowledging contributions made to its teaching, research/scholarship/creative/professional work.

¹ In 1999 the title of 'Professorial Fellow' was replaced by either Adjunct Professor or Visiting Professor as appropriate.

² In 1999 the title of 'Honorary Associate' replaced the following titles that had previously been in use: Associate Supervisor within a Faculty, Honorary Clinical Associate, Honorary Clinical Supervisor, Honorary Professional Associate, Honorary Research Associate, Honorary Teaching Associate.

- The conferring of titles is distinct from the classification of staff for the purposes of external reporting.

General conditions and privileges

The Dean, on the advice of the Head and other senior School staff (where appropriate), will specify and authorise the privileges applying to individual title holders. These may include the use of space, access to laboratories and research facilities, access to university information and communications technology (ICT) resources, participation in School activities generally, membership of the School Board, and the right to apply through the Head to research funding bodies.

The Faculty will determine if a title holder should become a member of the Faculty.

The title holder shall be responsible to the Head of an appropriate University School, or when no such School exists, to the appropriate delegated officer.

The Vice-Chancellor will determine the privileges applying to Senior Executive Positions which carry the title Professor.

When using the conferred title, the full title must be used.

All title-holders are subject to the University of Sydney Code of Conduct, and other relevant University policies. Titles and any accompanying privileges may be revoked if the delegated officer considers that the titleholder is no longer contributing sufficiently or appropriately to the direction and performance of the Faculty, or when the titleholder has breached a relevant University policy or the Code of Conduct.

Procedures

The procedures specified on the following pages outline only the major steps in the process and do not provide detailed direction on operational matters. The conferral of an academic title involves similar principles and processes to those for the appointment of academic staff.

Reporting

The Provost reports to the Academic Board on the conferral of titles annually.

Academic Titles Committee

If required, Academic Titles Committees for each Faculty are appointed each year by the Dean for titles up to Level D and by the Provost for titles up to Level E. They will meet when required to consider any requests for conferral of an adjunct, clinical, conjoint or research title at level D or E, or a Visiting Professor title for a period of 12 months or more. In the case of Level E titles, the Provost's office will nominate the chair of the committee.

The Academic Titles Committees are comprised as follows:

For Level D Titles:

Core members:

- the Dean (Chair)
- the Chair of the Academic Board or nominee
- a member of the current (or most recent) Faculty Promotion Committee for promotion to Associate Professor (for Research Titles, this will instead be the Chair of the Faculty Research Committee or nominee)

Additional members (will vary depending on the applicant)

- the Head or nominee
- one other senior member of the School

For Level E Titles (including Visiting Professor):

Core members:

- the Provost or nominee (Chair)
- the Chair of the Academic Board or nominee
- a member of the current (or most recent) Faculty Promotion Committee for promotion to Professor (for Research Titles, this will instead be the Chair of the Faculty Research Committee or nominee)
- the Dean or nominee

Additional members (will vary depending on the applicant)

- the Head or nominee
- one other senior member of the School

- for clinical, conjoint or research titles there will also be one member representing the appropriate external body (eg hospital or Area Health Service for clinical or conjoint, the associated research institute for research)

1. Emeritus Professor

The title of Emeritus Professor may be conferred on a retiring Professor of the University in recognition of sustained outstanding service at the University of Sydney. Although an Emeritus Professor may continue to serve the University after retirement, the title is awarded in recognition of a past record of distinguished service and not with the requirement or expectation of future service to the University.

Unless there are exceptional circumstances, the title is conferred only on Professors who are retiring.

Procedure

- a. The recommendation of a candidate for the title can be made by any Professor (including the Vice-Chancellor, Deputy Vice-Chancellors, Pro-Vice-Chancellors, Deans, and the Chair of the Academic Board), by a group of Professors, or by the Head.
- b. The recommendation shall be in writing and shall provide clear evidence of sustained distinguished academic service to the University by the Professor during his or her tenure.
- c. The recommendation process can be initiated before the proposed date of retirement to allow the conferring of the title immediately on retirement.
- d. The recommendation is sent to the Vice-Chancellor for consideration before referral to the Senate Chair Appointments Committee for approval. If approved, the Senate Chair Appointments Committee will notify Senate of the conferral.
- e. The award of the title and the recipient's record of distinguished academic service to the University may be acknowledged at an appropriate ceremony.

2. Academic Titles (Senior Executive Positions)

Senate has determined that the title of Professor be conferred on non-professorial staff who hold any of the following positions

- (i) Pro-Vice-Chancellor
- (ii) Dean
- (iii) Deputy Vice-Chancellor
- (iv) other senior executive positions of the University as approved by the Senate.

The title is conferred at the time and for the period of the appointment to the position.

3. Adjunct (Adjunct Professor, Adjunct Associate Professor, Adjunct Senior Lecturer, Adjunct Lecturer, Adjunct Associate Lecturer)

Adjunct titles may be conferred on persons who are expert in an appropriate field and who are contributing significantly to teaching and/or research and/or who are fostering partnerships between the University and industry, the profession or the wider community. Adjunct titles are frequently conferred upon persons from professional practice. This usage facilitates the integration of the academic and professional components of the instructional program. Holders of such titles are not necessarily required to have an academic background.

Criteria for award

Committees constituted to consider the award of adjunct academic titles will be guided by the following statements:

<i>Adjunct Professor</i>	Leadership at national or international level of a major public/private organisation; outstanding independent contribution to academic/professional/business development
<i>Adjunct Associate Professor</i>	Leadership at national level of significant public/private organisation; significant contribution to academic/professional/business development
<i>Adjunct Senior Lecturer</i>	Leadership at State or regional level of a significant public/private organisation; independent contribution to academic/professional/business development
<i>Adjunct Lecturer</i>	Leadership at a local level of a public/private organisation; contribution to academic/professional/business development
<i>Adjunct Associate Lecturer</i>	Contribution by an employee of a public/private organisation to academic/professional/business development

Special conditions

The conferring of the adjunct title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payments nor alter any salary payments that currently exist.

Procedure for the conferral of an adjunct title for less than twelve months

This procedure should not be used when it is intended that the title may be conferred for a further period.

Following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*,

The Head forwards the nomination to the Dean for approval.

Where approved, titles are conferred for a period of less than twelve months.

Where a person has held an adjunct academic title under this procedure and an extension of the term of the title is sought, the procedure for the conferral of an adjunct academic title for twelve months or more must be followed.

Procedure for the conferral of an adjunct title for twelve months or more

Following consultation with relevant members of the School, the Head forwards to the Dean a nomination for the conferral of the title. A Faculty may have additional specific guidelines for the preparation of such nominations, but the nomination must include:

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae* and the names of referees (two in the case of nominations at the level of Adjunct Associate Lecturer, Adjunct Lecturer and Adjunct Senior Lecturer and three in the case of nominations at the level of Adjunct Associate Professor and Adjunct Professor).
- nominations for the additional members for the Academic Titles Committee.

The Dean may approve the conferral of the title of Adjunct Associate Lecturer, Adjunct Lecturer, or Adjunct Senior Lecturer after appropriate reference checking.

For Adjunct Associate Professor titles, if the Dean supports the nomination he or she then refers the nomination to the Level D Academic Titles Committee. If the Dean supports a nomination for the award of the title of Adjunct Professor, he or she will submit it to the Provost or nominee for endorsement. Should the Provost or nominee believe that a prima facie case exists for the award of such a title, it will be referred to the Level E Academic Titles Committee.

The Committee may meet or may proceed by circulation as determined by the Chair, and the Chair may request that the nominee be interviewed. The committee will need to be provided with appropriate references.

The Committee prepares a recommendation which is forwarded

- for the award of the title of Adjunct Associate Professor, to the Dean for approval following consultation with the Provost;
- for the award of the title of Adjunct Professor, via the Provost, or nominee to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the title holder continuing to hold an appropriate appointment in a public/private organisation and subject to the title holder continuing to contribute to the Faculty's activities. Recommendations for renewal are made by the Head and approved by the Dean.

Award of a more senior adjunct academic title

Holders of adjunct academic titles may be nominated by the Head for consideration for the award of a more senior title. The procedure for initial award at the relevant level will apply.

4. Clinical Academic (Clinical Professor, Clinical Associate Professor, Clinical Senior Lecturer, Clinical Lecturer, Clinical Associate Lecturer)

Clinical academic titles may be conferred primarily on salaried staff and visiting staff of teaching hospitals and on other health professionals who meet teaching needs, on a regular basis, which the University may not otherwise satisfy and who may also contribute to the University's research activities

Criteria for Award

When considering the award of clinical academic titles, the Academic Titles Committee will be guided by the *Criteria for Each Level of Appointment* contained in that year's Promotions documentation, and the quick reference guide in Appendix 1. In view of the fact that a nominee for a clinical academic title has obligations to his/her substantive employer, committees will assess a nomination against these criteria in terms of opportunity available for academic activity.

Special conditions

The conferring of the clinical academic title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payments nor alter any salary payments that currently exist.

Procedure for the conferral of a clinical academic title for less than twelve months

This procedure should not be used when it is intended that the title may be conferred for a further period.

Following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*.

The Head forwards the nomination to the Dean for approval.

Where approved, titles are conferred for a period of less than twelve months.

Where a person has held a clinical academic title under this procedure and an extension of the term of the title is sought, the procedure for the conferral of a clinical academic title for twelve months or more must be followed.

Procedure for the conferral of a clinical academic title for twelve months or more

Following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title and forwards it to the Dean. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae* and the names of referees, two in the case of nominations at the level of Clinical Associate Lecturer, Clinical Lecturer and Clinical Senior Lecturer and three (including at least one international referee) in the case of nominations at the level of Clinical Associate Professor and Clinical Professor
- in the case of nominations for the award of the title of Clinical Associate Professor or Clinical Professor, nominations for the additional membership of the Academic Titles Committee

The Dean may approve the conferral of the title of Clinical Associate Lecturer, Clinical Lecturer, or Clinical Senior Lecturer after appropriate reference checking.

For Clinical Associate Professor titles, if the Dean supports the nomination he or she then refers the nomination to the Level D Academic Titles Committee. If the Dean supports a nomination for the award of the title of Clinical Professor, he or she will submit it to the Provost or nominee for endorsement. Should the Provost or nominee believe that a prima facie case exists for the award of such a title, it will be referred to the Level E Academic Titles Committee.

The Committee may meet or may proceed by circulation, as determined by the Chair, and the Chair may request that the nominee be interviewed. The committee will need to be provided with appropriate references.

The Committee prepares a recommendation which is forwarded:

- for the award of the title of Clinical Associate Professor, to the Dean for approval following consultation with the Provost;
- for the award of the title of Clinical Professor, via the Provost, to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the title holder continuing to hold an appropriate appointment in a teaching hospital or continuing to practise as a health professional and subject to the title holder continuing to contribute to the Faculty's activities. Recommendations for renewal are made by the Head and approved by the Dean.

Award of a more senior clinical academic title

Holders of clinical academic titles may be nominated by the Head for consideration for the award of a more senior title. The procedure for initial award at the relevant level will apply.

5. Conjoint Academic (Professor, Associate Professor, Senior Lecturer, Lecturer, Associate Lecturer)

Conjoint academic titles may be conferred on the following:

- (i) successful applicants for positions advertised conjointly by the University and external bodies, such as an Area Health Service or a research institute that has been formally recognised by the University as being affiliated with a Faculty;
- (ii) persons already in a post (e.g. existing staff of an Area Health Service or existing staff of a research institute that has entered into an agreement with the University) provided they undertake to contribute to teaching, research and University, professional and community service and provided this meets with the approval of the external body;
- (iii) NHMRC, ARC and other holders of nationally competitive peer-reviewed fellowships who undertake to contribute to undergraduate teaching and/or to postgraduate research supervision and/or to service to the University, the profession and the wider community, but only on appointment to the University. Fellows awarded titles on appointment may only obtain higher titles by being promoted through the University's academic promotions process.

Criteria for award

Committees constituted to consider conjoint academic titles will be guided by the "*Criteria for Each Level of Appointment*" contained in that year's Promotions Documentation. In view of the fact that a nominee for a conjoint academic title has obligations to his or her substantive employer, committees will assess a nomination against these criteria in terms of opportunity available for academic activity.

Term

Titles are for the duration of the nominee's substantive appointment or fellowship.

Special conditions

The conferring of a conjoint academic title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

Procedure for the conferral of conjoint academic titles to successful applicants for positions advertised conjointly by the University and an external body

With the approval of the Faculty concerned, conjoint positions at the levels of Associate Lecturer, Lecturer, Senior Lecturer and Associate Professor are advertised by the external body, and appointments are made in accordance with the procedures of the external body. Conjoint positions at the level of Professor are advertised by the University and appointments are made in accordance with the University's appointment procedures for Level E appointments.

A position may be advertised by the University at Associate Professor/Professor where the external body wishes to make a senior appointment but where there is uncertainty that it will attract candidates eligible for an award at the level of Professor. In such cases, the University is able to make an award at the level of Associate Professor without the need for the position to be re-advertised.

Conjoint appointments at the levels of Associate Lecturer, Lecturer and Senior Lecturer and Associate Professor are made by selection committees constituted in accordance with the procedures of the external body but including the following:

- a nominee of the Academic Board
- the Head of the relevant University School or nominee
- another senior member of staff from the School in which the appointment is made
- a member of the current (or most recent) Faculty Promotion Committee for the appropriate level

In addition to selecting the successful candidate for the advertised position, the selection committee will make a recommendation regarding the level of academic title to be awarded to the appointee. The Head will forward the recommendation to the Dean. The Dean may approve awards up to and including Associate Professor, provided that titles for Associate Professor for twelve months or more are awarded following consultation with the Provost.

Procedure for the conferral of conjoint academic titles to existing staff of external bodies

Following consultation with relevant members of the School and the external body, the Head forwards to the Dean a nomination for the conferral of the title. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, responsibilities and rights/privileges
- the nominee's full *curriculum vitae* and the names of referees, two in the case of nominations at the level of Associate Lecturer, Lecturer and Senior Lecturer and three in the case of nominations at the level of Associate Professor and Professor (including at least one international referee)
- nominations for the additional membership of the Academic Titles Committee
- approval from the external body

The Dean may approve the conferral of the title of Conjoint Associate Lecturer, Conjoint Lecturer, or Conjoint Senior Lecturer.

For Conjoint Associate Professor titles, if the Dean supports the nomination he or she then refers the nomination to the Level D Academic Titles Committee. If the Dean supports a nomination for the award of the title of Conjoint Professor, he or she will submit it to the Provost or nominee for endorsement. Should the Provost or nominee believe that a prima facie case exists for the award of such a title, it will be referred to the Level E Academic Titles Committee.

The Committee may meet or may proceed by circulation, as determined by the Chair, and the the Chair may request that the nominee be interviewed. The committee will need to be provided with appropriate references.

The Committee prepares a recommendation which is forwarded:

- for the award of the title of Associate Professor, to the Dean for approval following consultation with the Provost;
- for the award of the title of Professor, via the Provost, to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Procedure for award of conjoint academic titles to NHMRC, ARC and other holders of nationally competitive fellowships

Fellowship holders are not normally awarded conjoint academic titles at a level higher than the level of their substantive appointment, i.e. a Research Fellow would be awarded the title of Lecturer, a Senior Research Fellow the title of Senior Lecturer and a Principal Research Fellow the title of Associate Professor. Only a Senior Principal Research Fellow would be awarded the title of Professor.

At the time of a Fellowship commencing and following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title and forwards it to the Dean. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*

The Dean may approve awards up to and including Associate Professor, provided that titles for Associate Professor for twelve months or more are awarded following consultation with the Provost. . The Dean forwards recommendations for the award of the title of Professor, via the Provost, to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Award of a more senior conjoint academic title

Holders of conjoint academic titles are eligible to be considered for the award of a higher academic title through the University's academic promotion process.

6. Honorary Titles

- A. Honorary Professor, Honorary Associate Professor, Honorary Reader, Honorary Senior Lecturer, Honorary Lecturer, Honorary Associate Lecturer, Honorary Senior Principal Research Fellow, Honorary Principal Research Fellow, Honorary Senior Research Fellow, Honorary Research Fellow

Honorary titles may be conferred on

- retired members of the University's academic and research-only academic staff or
- retired or current academic or research-only academic staff of other universities who wish to continue or further develop a significant academic association with the University.

For a retired member of staff an honorary title may be conferred only at the same academic rank held by the staff member at the time of retirement.

Special conditions

The conferring of an Honorary title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

Procedure

Following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full curriculum vitae.

The Head forwards the nomination to the Dean for approval.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the continuing contribution of the recipient, on the recommendation of the Head and the approval of the Dean.

- B. Honorary Associate

The title of Honorary Associate may be conferred on persons who make a substantial contribution, usually on a continuing basis, to the teaching and/or research/scholarship/creative work of a School. Contributions may include: associate supervision; postgraduate supervision; clinical supervision; professional duties; lecturing and associated examining and research/scholarship/creative work. In some cases, the title

may be conferred on University staff who are paid in one School and may have a formal association with another School.

Special conditions

The conferring of the title of Honorary Associate does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

Procedure

Following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full curriculum vitae.

The Head forwards the nomination to the Dean for approval.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the continuing contribution of the recipient, on the recommendation of the Head and the approval of the Dean.

7. Visiting Titles

A Visiting Professor

The title of Visiting Professor may be conferred on a Professor from another university, or a person with equivalent status, who is visiting a School.

The Visiting Professor would be expected to make a significant contribution to the teaching and/or research/scholarship/creative work of the University.

Special conditions

For overseas visitors, the appropriate immigration requirements must be fulfilled. The Head should consult with their HR Services Team regarding these requirements prior to inviting a professor from overseas to visit his or her School.

Procedure for the conferral of a title of Visiting Professor for less than twelve months *This procedure should not be used when it is intended that the title may be conferred for a further period.*

Following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title, including

- the proposed term, responsibilities and rights/privileges
- the nominee's full curriculum vitae.

The Head forwards the proposal to the Dean for approval.

Term

Titles are conferred for a period of less than twelve months.

Where a person has held the title of Visiting Professor under this procedure and an extension of the term of the title is sought, the procedure for the conferral of the title of Visiting Professor for twelve months or more must be followed.

Procedure for the conferral of the title of Visiting Professor for twelve months or more

Following consultation with relevant members of the School, the Head forwards to the Dean a nomination for the conferral of the title. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*
- nominations for the additional membership of the Academic Titles Committee.

If he or she supports the nomination, the Dean refers the nomination to the Academic Titles Committee.

The Committee may meet or may proceed by circulation as determined by the Chair. The Committee prepares a recommendation which is forwarded, via the Provost, to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the continuing contribution of the recipient, on the recommendation of the Head, with the approval of the Dean.

B Visiting Scholar

The title of Visiting Scholar may be conferred on an academic visitor with whom it is desirable that the School have a formal association, on a short-term basis, without that person necessarily making a major contribution to the research/scholarship/creative work or teaching programs.

Special conditions

For overseas visitors, the appropriate immigration requirements must be fulfilled. The Head should consult with their HR Services Team regarding these requirements prior to inviting an academic from overseas to visit his or her School.

Procedure

Following consultation with relevant members of the School, the Head prepares a recommendation for the conferral of the title, incorporating

- the proposed term, responsibilities and rights/ privileges
- the nominee's full curriculum vitae.

The Head forwards the recommendation to the Dean for approval.

Term

Titles are conferred for up to one year.

Renewal

Titles may be conferred for a further term subject to the continuing contribution of the recipient, on the recommendation of the Head and the approval of the Dean.

8. Research

Senior Principal Research Fellow, Principal Research Fellow, Senior Research Fellow, Research Fellow, Postdoctoral Fellow.

Special conditions

The conferring of the research title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

- A University Research Titles For Externally Funded Research Fellows (employees of the University)

Research staff who are employees of the University and who hold externally funded Research Fellowships are automatically granted the equivalent University research titles.

Term

Titles are for the duration of the nominee's appointment.

- B University Research Titles For Research Personnel (not employees of the University)

Research titles may be conferred on research personnel who are not employees of the University but who are members of staff of associated research institutes and who contribute to the University's research programs.

Procedure for the conferral of a research title for less than twelve months

This procedure should not be used when it is intended that the title may be conferred for a further period.

Following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*.

The Head forwards the nomination to the Dean for approval.

Where approved, titles are conferred for a period of less than twelve months.

Where a person has held a research title under this procedure and an extension of the term of the title is sought, the procedure for the conferral of a research title for twelve months or more must be followed.

Procedure for the conferral of a research title for twelve months or more

Following consultation with relevant members of the School, the Head prepares a nomination for the conferral of the title and forwards it to the Dean. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae* and the names of referees, two in the case of nominations at the level of Postdoctoral Fellow, Research Fellow and Senior Research Fellow and three (including at least one international referee) in the case of nominations at the level of Principal Research Fellow and Senior Principal Research Fellow
- in the case of nominations for the award of the title of Principal Research Fellow or Senior Principal Research Fellow, nominations for the additional membership of the Academic Titles Committee.

The Dean may approve the conferral of the title of Postdoctoral Fellow, Research Fellow or Senior Research Fellow.

For Principal Research Fellow and Senior Principal Research Fellow titles, if the Dean supports the nomination he or she then refers the nomination to the Academic Titles Committee.

The Committee may meet or may proceed by circulation, as determined by the Chair, and the Chair may request that the nominee be interviewed. The Committee prepares a recommendation which is forwarded:

- for the award of the title of Principal Research Fellow, to the Dean for approval following consultation with the Provost;

- for the award of the title of Senior Principal Research Fellow, via the Provost, to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the title holder continuing to hold an appropriate appointment in an associated research institute and subject to the title holder continuing to contribute to the Faculty's research activities. Recommendations for renewal are made by the Head and approved by the Dean.

Award of a more senior research title

Holders of research titles may be nominated by the Head for consideration for the award of a more senior title. The procedure for initial award at the relevant level will apply.

Administration

1. Background/context

This document details the procedures to follow for the conferring of all academic titles.

Approval (version 3)	17 /01/2007
Effect	17/01/2007

2. Authority/consultation

This document was drafted by the Academic Staffing Committee (Professor J Sachs (Chair), Professor M Fry, Professor S Andrews, Professor C Benrimoj, Professor A Coats, Professor S Jones, Associate Professor B McDonald, Professor C Murphy, Associate Professor P Phibbs, Associate Professor R Wheen) in conjunction with the Academic Titles Working Party 2003 (Professor A Coats, Professor J Sachs, Professor C Benrimoj, Emeritus Professor J Chalmers, Professor C Murphy, Professor JP Seale, Professor J Uther), Ms R Deamer, and the Personnel Policy and Strategic Planning Unit (Ms B Emms), taking into consideration comments made by Dr A Davison, Professor H Kendig, Mr S Malcolm, Professor, G Moore, Associate Professor G Sullivan, Professor K Parton.

It was revised in January 2007 to reflect the University's new academic structure.

3. Management Responsibility

Provost and Deputy Vice-Chancellor

4. Implementation Responsibility

Provost and Deputy Vice-Chancellor

5. Dates

Approval (version 1)	03/09/2001
Effect	03/09/2001
Review	11/8/2005
Approval (version 2)	02/02/2006
Effect	09/02/2006
Review	18/05/2006

6. Approval

Version 1	Professor Ken Eltis Deputy Vice-Chancellor (Planning and Resources)
Version 2	Professor Ann Brewer Acting Deputy Vice- Chancellor (Infrastructure)
Version 3	Professor Don Nutbeam Provost and Deputy Vice- Chancellor

7. References

- Recruitment and selection policy
- University of Sydney Code of Conduct
- Promotions Applicant Information Package
- Promotions 2006 – Committee Procedures and Guidelines

- Delegations of Authority – Administrative Functions

8. Signatures

Approved by:

Name

Position

Date

Signature

Appendix 1

Criteria for Award of Clinical Academic Titles Level A-E (Ready Reference for Academic Titles Committee members)

General Criteria for Conferral of Title: Contribution of at least 30 hours per year to teaching; contribution to research and/or University, professional, community service.

The following criteria are guidelines only. For full details please refer to the documents “Criteria for Award of Clinical Academic Titles Levels A-D” and “Criteria for Award of Clinical Academic Titles Level E”. In determining the level of award, committees are asked to take into account opportunities available to the nominee for the pursuit of academic activities.

Qualifications:	Clinical Associate Lecturer	Clinical Lecturer	Clinical Senior Lecturer	Clinical Associate Professor	Clinical Professor
	Basic professional qualification, e.g. MBBS or equivalent	As per Associate Lecturer plus specialist qualifications registrable in NSW or higher degree, e.g. FRACP	As per Lecturer plus PhD, MD or equivalent research experience desirable	As per Senior Lecturer, PhD, MD or equivalent research experience essential and/or high level of development of educational methods	As per Associate Professor; research doctorate or equivalent essential.
Research:	Teaching and supervision of students	As per Associate Lecturer plus likely to participate in assessment of students	As per Lecturer plus some involvement in course development and management, e.g. coordination of a block of teaching	As per Senior Lecturer plus significant involvement in course development and implementation, e.g. Chair Assessment Committee	As per Associate Professor plus participation equivalent to Chair of Curriculum Committee for undergraduate medical program and evidence of major educational development