

For existing honorary appointments seeking to renew their appointments (at current academic levels); the following processes are applicable.

Timing for commencement of Re-appointment Process

Allow a minimum of two months for actioning of renewal of honorary appointments (at existing levels of appointment).

For existing honorary staff seeking a new appointment to a different academic level, then the complete process will be necessary and subject to Expression of Interest (EOI) dates (allow a minimum of one month to enable compilation of documentation after EOI dates). Refer to Information on Applications for Honorary Appointments Melbourne Medical School.

Renewal of Visitor Appointments

- Complete HR 4
- Prepare current Curriculum Vitae (CV)
- Approval by Head of Department
- Submission to HR-FES for processing

Requirements for Renewal of Honorary Appointments

The Department Precinct Administrator (Honorary Appointments), usually the Executive Assistant to the Department Precinct Academic Lead, will assist the honorary appointment staff member to complete all documentation. The following documentation is required for all re-appointments (levels A – E).

- A completed [Department Application Process Form](#) that specifies the honorary staff member's contribution to the University.
- A current Curriculum Vitae (CV). Academic CV's have a common format and it is strongly recommended that the CV is presented in this way – a [template is available](#).
- A completed [HR 4](#)
- Applications for renewal of existing honorary appointments will need to be approved by the Head of Department.
- For re-appointments at levels A – C; subsequent to approval by HOD; Executive Administrator submits documentation to HR-FES for processing.

Additional Requirements for renewal of existing Level D Honorary Appointments

- Depending on the resources of the department; Level D appointments may need to undertake an end-of-appointment Performance Review with the relevant Precinct Academic Lead (of the department). The completed Department Application Process Form shall form the basis of any discussion as to the past / future contribution from the honorary staff.



- Once all documentation has been completed, and the appointment is approved at departmental level; submit to Executive Administrator to Head of Melbourne Medical School. Note: Approval is sought from Head of School for reappointments at current levels do not go to Faculty Appointments and Promotions Committee (FAPC) or Senior Academic and Promotions Committee (SAPC).

Additional requirements for Level E:

- A [HR 62](#) form must also be completed, and submitted with the above documentation.
- Level E re-appointments will need to undertake an end-of-appointment Performance Review with the relevant Precinct Academic Lead (of your Department). The completed [Department Application Process Form](#) may form the basis of any discussion as to the past / future contribution from the honorary staff.
- Once all documentation has been completed, and the appointment is approved at Head of School level, submit to the **relevant HR Business Partner** (Workforce & Culture MDHS) for your department, who will seek the approval from the Dean of FMDHS for the re-appointment.

Department Application Process Form

Applications must include a completed copy of the above document describing their contribution to the University. Without being prescriptive as to how this form is structured, applicants are asked to describe their contributions and achievements in a format that allows them to be clearly aligned to the criteria appropriate to the level at which they are seeking to be appointed, within the broad categories of:

- **Learning and teaching** *Explanatory Note*
- **Research** (and Research Training)
- **Clinical Leadership and service**

The expected contributions and achievements for each level of appointment are described in the relevant guidelines.

Applicants are expected to be able to describe a record of sustained contribution to the University and/or the potential to do so in the future (ie applicants should not solely rely on what they have achieved to date). Applicants may also wish to give consideration to the following:

- The work achievements (quality of content or input) and the outcomes of that work (productivity, or results of output)
- How the work is evaluated or recognised by peers, or the broader community (recognition)
- The capacity development either within the University, with students or the broader community. (Direct contribution to building a skill base, knowledge framework, consortium, group, team program of effort, collaborative network (internal or external to the University)
- Effectively, demonstrate an enduring contribution and impact to the University, community and/or the profession)



Contribution to University Learning and teaching

For the purpose of an application for honorary appointment, University teaching is defined to be contributions to formal program(s), undergraduate or postgraduate, leading to award of a qualification by the University of Melbourne (eg Bachelor of Biomedical Sciences, Doctor of Medicine).

The form of teaching may be classroom, clinical or bedside based, and/or delivered by distance, and may include (but is not limited to) lectures, seminars, tutorials, problem-based learning (PBL) delivered on behalf of the University of Melbourne. It may also include supervision of students undertaking clinical or laboratory based research, however it is normally recommended that this is documented under contributions to research (ie research training).

Participation in the delivery of professional development programs and hospital based training for junior medical staff, registrars and fellows should be documented under contributions to knowledge transfer/leadership in the discipline. Whilst these contributions also serve to demonstrate the applicant's abilities and achievements in teaching and student supervision they are not technically contributions to the University teaching program.

Contact Information of University Administrator by Department:

Department of General Practice:

Contact Lisa Morgan: Tel: 8344 9010 / lisa.morgan@unimelb.edu.au

Department of Medical Education:

Carolyn Twyman: Tel: 8344 7879 / carolyn.twyman@unimelb.edu.au

Department of Medicine and Radiology:

Medicine Royal Melbourne Hospital - Mary Ljubanovic: mlju@unimelb.edu.au

Medicine St Vincent's Hospital - Naomi Morter: nmorter@unimelb.edu.au

Medicine Austin - Deborah Gillespie: d.gillespie@unimelb.edu.au

Radiology - Michelle Sundakov: michelle.sundakov@mh.org.au

Medicine Western - Marie Heckle: m.heckle@unimelb.edu.au

Medicine Northern - Martine Batchelder: martineb@unimelb.edu.au

Department of Obstetrics & Gynaecology:

Mercy Hospital - Sue Hill: sue.hill@unimelb.edu.au

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Department of Psychiatry

Jan Mariani: Tel: 8344 5509 / janmar@unimelb.edu.au



Department of Surgery

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Department of Rural Health:

Donna Jackson: Tel: 5823 4501 / donnaj@unimelb.edu.au



Benefits and Obligations of having an Honorary Appointment with the University of Melbourne

Benefits

- Formalises the relationship with the University
- You may include your details on the University's [Find an Expert](#) database which provides a dynamic and reliable source of information about the research and scholarship of staff at the University of Melbourne
- For all purposes of courtesy, and on ceremonial occasions, honorary appointees are regarded as members of the University but are not, by virtue of the office, a member of the Academic Board or of any Faculty
- Honorary appointees may use their honorary title during the term of their appointment when carrying out any activity which forms part of their contribution to the University of Melbourne
- Support for Research Activities:
 - Access to the Melbourne Clinical and Translational Science (MCATS) platform that aims to provide researchers both from within the university and to our affiliated partner's access to high quality research methodological capabilities. In an ever increasing competitive research funding environment, alongside rapidly evolving complex research methods, access to experts to support grant applications and clinical trials is vital. MCATS offers support services in Biostatistics, Health Economics, Health Informatics, Research Integrity and Quality to strengthen the quality and efficiency of health service research and clinical trials.
 - Honorary Appointments have access to all University of Melbourne research resources refer to: <https://staff.unimelb.edu.au/research>
- Honorary appointees may obtain a staff card
- Honorary appointees may have access to the University's information facilities, including library resources and borrowing rights
- Honorary appointees may have access to the University's electronic communication network (for example IT access, Themis access and email access)
- The University will ensure that its insurance provisions provide honorary appointees with the same level of cover as academic staff receive when honorary appointees are undertaking activities directly related to their appointment for the University
- Honorary appointees are eligible to join University House, the staff club of the University (eligible for both full and restricted membership). Membership of the club provides access to the amenities of both University House (main campus) and University House at the Woodward (Pelham St, Carlton) which offer licensed lounge and café/dining facilities



- Honorary appointees may participate in a number of programs for professional development such as:
 - **Training for Supervisors** (for Honorary appointments that will be supervising post graduate students - this is mandatory for post graduate supervisors);
 - **Good Clinical Practice:** This course is mandatory for clinician researchers engaged in the conduct of clinical trials or who wish to embark on such research. The course TransCelerate-accredited, and therefore recognised by industry trial sponsors;
 - **Dealing with the Media** (promotion of your research) this will be delivered by an external provider (by application);
 - **Commercialisation of Research and Intellectual Property** (by application).

Note: there will be an annual calendar for delivery of these courses at all campuses (including Parkville). Where appropriate, the organisation and delivery of the above courses should be done in cooperation with the respective Office for Research at each of the campus partners to ensure that efforts are not duplicated, maximum participation is achieved, and for greater promotion among honorary staff, or the potential recruitment of new.



Obligations

- Enact the Melbourne Medical School Values of Commitment, integrity, compassion, respect and service.
- Individuals awarded honorary appointments are not obliged to perform any specific work for the University, but are expected to contribute to the teaching and research or general betterment of the University through voluntary activities. These individuals are not provided with remuneration for their service.
- Continuation of the appointment will be based on the Honorary Fellow continuing to fulfil the criteria for which they were appointed by maintaining an ongoing and meaningful contribution to The University of Melbourne, and is assessed on an annual basis. Professorial appointments are made for a 5 year period, and a case must be made for renewal at the end of each period.
- It is expected that Honorary Fellows appointed at levels D and E will participate in the University of Melbourne Performance Development Framework, involving the appropriate Head of Department or School.
- Honorary Fellows are required to acknowledge The University of Melbourne as their affiliated organisation on all their research outputs, in addition to their other professional affiliations. This process is particularly important for research publications, and the University will collect publications data for its honorary staff on an annual basis (attributing your publication to The University of Melbourne in the capacity of your honorary appointment does not preclude (or in any way diminish) the attribution to any other institution to which you are affiliated should that also be appropriate). **Refer to [Author affiliation guide for Melbourne Medical School](#).**
- Honorary Fellows are obliged to comply with certain University statutes, regulations and policies whilst undertaking any activity in their capacity as an Honorary Fellow at the University. For full details of the policy please refer to the following website: <https://policy.unimelb.edu.au/MPF1156>