

Committee Name

The Academic Titles Committee for the Department of Surgery (Melbourne Medical School).

1. Type

1:1 The Academic Titles Committee is an Advisory Committee of the Department of Surgery (hereby known as the Titles Committee);

1:2 Working groups may be formed to undertake specific tasks under the Titles Committee's terms of reference and ad hoc items which may periodically arise;

2. Purpose

In accordance with the vision of the Department of Surgery to **establish linkages and partnerships with all stakeholders**, the aim of the Titles Committee is to:

- To provide advice to the Head of Department (HOD) and the Head of the Melbourne Medical School (MMS) on the worthiness of candidates for appointment and re-appointment as senior honorary clinical and academic staff titles (levels D and E);
- To provide consistency across the Department in the process and application of criteria for appointment of senior honorary titles (levels D and E) that are awarded to provide recognition for the major contribution made by them to the University of Melbourne in terms of teaching and learning, research contribution and advancement of the discipline;
- To achieve administrative efficiency of the appointment/re-appointment of senior Honorary Staff Titles within the Department.

3. Scope

The Titles Committee shall have overall responsibility for the application of the Criteria for both academic and clinical senior honorary titles within the Department.

4. Authority

The Titles Committee will approve and make subsequently make recommendations to the Head of Department, and Head of the Melbourne Medical School.

5. Membership

- Academic Appointments Precinct Lead (Chair).
- Representatives from Precincts within the Department of Surgery;
- Executive Assistant to the Chair (ex-officio).

Members are nominated from appropriate Department Precinct Lead to the Chair of the Titles Committee, with a period of appointment being 2 years (members can be reappointed for further terms as appropriate).

6. Meeting arrangements

6:1 The Titles Committee will meet three times annually to coincide with Expressions of Interest (EOI) March, July, November, or at more frequent intervals as determined by the Chair;

6:2 Meetings will be conducted via email and email consensus is acceptable;

6:3 A quorum will deem to be 50% of members (including Chair);

6:3 Agendas, minutes of previous meeting and summary of comments will be prepared by the Executive Assistant to the Chair, and distributed by email to members prior to the meeting;

7. Reporting

7:1 The Academic Titles Committee Chair will report to the Executive at least annually;

8. Resources and budget

Meeting rooms will be booked by the Executive Assistant to the Chair, and all expenditure planned from the Titles Committee will be approved by the Department Executive.

9. Program of Work

9:1 The Titles Committee shall receive applications for senior academic honorary titles (levels D and E), determine eligibility and assess applications in accordance with the University of Melbourne **Honorary Appointments and University Visitors Procedure (MPF1156)**;

2.2 Make recommendations regarding academic honorary titles to the Head of the Department of Surgery for final determination;

2.3 Committee members must:

2:3:1 Understand and apply equal opportunity principles;

2:3:2 Be satisfied successful applicants have been sustained high performers at the present level of appointment and have the capacity to perform satisfactorily at the level to which a new title is being sought;

2:3:3 Understand and apply the Academic Career Benchmarks and Indicators and the Faculty of Medicine, Dentistry and Health Sciences (MDHS) Clinical Honorary Criteria any other relevant University governance instruments in the assessment of applications as appropriate;

2:3:4 Exercise objectivity and integrity, sound judgement and confidentiality in all Committee business;

2.3:5 Committee members must not act as a referee for an applicant.

10. Review

The Terms of Reference will be reviewed on an annual basis by the Titles Committee, and upon finalisation, will be reported to the Department Executive by the Chair.