



Department of Obstetrics, Gynaecology and Newborn Health - People and Leadership – Academic Appointments and Promotions Committee (PL-AA&PC)

Purpose

The Department of OGN People and Leadership – Academic Appointments and Promotions Committee (PL-AA&PC) has responsibility for the application of the criteria for both new and renewal appointments for honorary Level D and E, and the provision of support for paid promotions at Levels B, C, D and E.

The Committee aims to ensure transparency and consistency in the appointments and re-appointments process. The Committee will review applications and make recommendations to the Head of Department on the suitability of candidates.

Values

The Department of People and Culture – Academic Appointments and Promotions Committee is committed to ensuring that all Committee activities are carried out in a manner consistent with the Faculty values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity.**

Terms of Reference

- 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 promotion as senior honorary clinical and academic staff titles (Honorary Level D and E), and support for paid staff promotions to Levels B, C, D and E.
- To provide transparency, consistency and accountability across the Department in the assessment process for appointment of honorary titles, acting in accordance with the:
 - [Honorary Appointments and University Visitors Procedure](#)
 - The FMDHS Decision matrix for honorary titles
 - Academic career benchmarks and indicators
- To provide consistency in the expectations of honorary appointments within the Department
- To achieve administrative efficiency in the appointment and renewal processes

- To provide guidance and resources to those seeking honorary appointments and promotion
- To promote the role of honoraries within our clinical partner institutions
- To host the annual event 'honouring our honoraries'
- To understand and apply the [FMDHS Academic Performance Framework guidelines](#) in making such determinations as appropriate
- To exercise objectivity and integrity, sound judgment and confidentiality in all Committee business:
 - Committee members must declare a conflict if they are acting as a referee for an applicant, be blinded to the assessment documentation for that applicant, and absent themselves from committee discussion on the applicant

Membership

- Chair/ Co-Chairs to ensure representation from breadth of Department (activity across disciplines and sites)
- A volunteer representative from each site as far as practicable
- Department Manager
- Department Coordinator
- HOD (ex officio)

The P&L-AA&P portfolio Co-Chairs have been formally appointed by the Head and Deputy Heads of Department for a term of 2 years, commencing 2022, with the option for a third year.

From 2024: Subsequent memberships will be advertised by call for nominations for vacancies from the Head of Department and/or P&L-AA&P Committee. Candidates will be selected by the Head of Department and the Committee Co-Chairs.

The P&L – AA&P Committee should aim to comprise a minimum of one representative from a non-Parkville/Mercy Hospital Precinct within the Department of OGN. Non-members within the Department of OGN may be co-opted to help assess individual applications when specific expertise or context is considered desirable. They will be invited to present the meeting at which that application is being discussed. Such co-opted members may not act as a referee for the applicant.

Reporting line

- Chair reports via OGN Executive Committee to the HoD

Meeting cycle

- Bi-Monthly for one hour via Teleconference

- **Reports for tabling**

- P&L – AA&P Leadership Portfolio Reports
 - to provide an annual report to the OGN Executive Committee listing new appointments and promotions for the preceding year

Meeting procedures

- **Quorum**
 - A majority of current members.
 - Members participating by videoconference or teleconference will be deemed to be in attendance.
- **Standard agenda items**
 - Attendance and Apologies
 - Actions Arising
 - Chair report against portfolio initiatives and action plan
 - Matters for discussion.
 - Any matters raised prior to meeting by attendees.
 - Other business
 - Reports for information tabled bi-monthly.
- **Meeting process**
 - Items must be submitted one week before meeting date.
 - Agenda items will be allocated set times by the Chair.
 - Priority will be given to matters for decision rather than just discussion.
 - Decisions will be by majority vote.
 - The Chair may be rotated.
 - Other staff may be invited to attend meetings to present matters as required.
 - Communications between meetings will be via email by default.
 - All committee members will have the opportunity to contribute to the setting of the meeting agenda; a call for agenda items will be made at least one week prior to the forthcoming meeting.
- **Secretariat**
 - Department Coordinators will provide secretariat support to the committee.
 - Minutes will only record attendance, key decisions and items for action (including staff responsible and timelines)

Review

The Terms of Reference will be reviewed every two years by the P&L-AA&P Committee, and upon finalisation, will be reported to the Department Executive by the Chair/Co-Chairs.