



Applications are welcome from individuals who will make a significant and sustained contribution to the University of Melbourne, particularly within the Melbourne Medical School (MMS) and its Precinct Partnerships, in any of the areas of: Learning and teaching; Research; or Clinical Leadership and service.

The process detailed below applies to applicants for new appointments and existing honorary staff seeking an appointment to a new academic level within the MMS.

Call for Expressions of Interest (EOI)

Expressions of Interest (EOI) from potential applicants for new appointments or from existing Honorary staff seeking appointment to a different academic level will be considered three times each year.

EOI Dates

1 March

1 July

1 November

EOI Format

Email to Department Precinct Administrator (Honorary Appointments) – Usually the Executive Assistant to the Department Precinct Academic Lead:

- Completed [Department Application Process Form](#) that specifies your contribution to the University.
- Current Curriculum Vitae (CV). Academic CV's have a common format and it is strongly recommended that you present your CV in this way – a [template is available](#)

Precinct-based Department Review Committee or Precinct Lead will review the EOI submissions and will make a recommendation on whether the candidate should be invited to submit a full application. (You will normally be advised of the recommendation within 4 weeks of the EOI submission due date).

Invited Applications

If you are invited to submit a full application, you will then need to provide:

- Your up-to-date CV (see suggested format) – only necessary if there are any changes to the one submitted with your EOI and completed **Department Application Process Form**.
- Letter of recommendation (essential for all levels) from a senior university staff member (normally an Associate Professor or Professor). This may be an honorary staff member and should be a member of the relevant department.



Additional requirement for Clinical applicants:

- If you are applying for a clinical appointment you will also need to include a statement from a senior colleague, who has a clinical appointment at the level of head of hospital department or professional equivalent, who can comment on your clinical standing. (This may be within the same letter of recommendation as above, assuming the senior colleague is also a University staff member.)

Additional requirement for Level E:

- You must nominate three referees, (one national and two international), who have special competence in your particular field and who have no personal connection with you. Using the [referee proforma](#) provide the name, full address, facsimile number, email address and briefly explain the reason for their selection. The referees will only be contacted once the application has been assessed and endorsed by the Head of Department.

Note: Three referee reports are not required for Group of Eight, Universitas 21 or Asia Pacific Rim Universities applicants.

- **Although you have already submitted a comprehensive Curriculum Vitae (CV), level E appointments are also required to prepare a Citation** This is a one-page summary detailing your Qualifications, Awards and Memberships, and academic career summary. Please refer to [Citation Guidelines](#).
- Head of Departments are also required to prepare a [Recommendation to UAPC - template](#) (Memorandum) on each professorial applicant.
- If you are invited to make an application for senior honorary appointment (level E) you may also wish to make an appointment with the Head of Department to discuss your prospective application.

Department Application Process Form

Applications must include a completed copy of the above document describing your 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
- 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:

- 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).
- Capacity development 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 the University of Melbourne (by category)

- For the purpose of an application for an 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 (e.g. 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 Clinical Leadership and service. 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.

Please note: This form is retained at department level for future reference and is not uploaded to the HUGS on-line honorary appointment system.



Assessment of Applications

Following the recommendation of the Precinct Department Academic Lead (or Precinct-based Committee):

- Within the Melbourne Medical School, **approval of honorary appointments at Levels A-C is delegated to the Head of Department. For Level D appointments, the responsibility is delegated to the Head of School.** This is in accordance with the [Vice Chancellors Delegations Manual](#); the University [Academic Appointment, Performance and Promotion Policy](#).
- **Level E** All Level E appointments (honorary and salaried) must first be considered by the Faculty Appointments and Promotions Committee (FAPC). The relevant Head of Department (or equivalent) where the appointment will be based will attend the FAPC, present the case to the FAPC for consideration and respond to any questions or concerns. Once endorsed by the Dean, the application will be recommended to the University Appointments and Promotions Committee (UAPC) for final assessment and approval.



Applicant Check List

Follow these points when submitting your application:

You will need to submit:

- Up-to-Date CV
- Completed [Department Application Process Form](#) (*retained at department level, not uploaded to HUGS*)
- Letter of recommendation – Senior University staff member of relevant Department

Additional requirements for Clinical applicants:

- Letter of recommendation – senior clinical colleague (this may be within the same letter of recommendation as above, assume the senior colleague is also a university staff member).

Additional requirements for Level E:

- Completed [referee proforma](#)
- Completed Citation – to be completed by applicant. [Citation Guidelines](#)
- [Recommendation to UAPC - template](#) (Memorandum) – to be completed by Head of Department
- Completed HR62 form

We will require your personal information (if this is not included in your CV we will need to contact you for this information before we can complete the paperwork making the recommendation for appointment):

Date of Birth

Private address (not PO Box)

Citizenship

Where relevant - Copy of your Working with Children Check (clearly showing card number, expiry date and name on card)



What Happens Next?

- Your case will be prepared for submission to the Head of Department (for honorary appointments at Level A – C); to the Head of the Melbourne Medical School (for Level D - E appointments) and/or Dean; you will be contacted if there are any queries.
- You will be advised of the progress and outcomes of your application. (We would generally expect to hear the decision within six weeks of submission to the Head of Department or Head of School/Dean, making a total turnaround time from submitting your EOI to the Department to the final acceptance of three months – more or less depending on external factors).
- Applications for senior positions (Professorial Fellow or Clinical Professor) will advance from the Office of the Dean (if approved) to the University's Senior Appointments and Promotions Committee (SAPC) for consideration. Whilst this Committee meets monthly, there is an extensive pre-submission review process and advice of an outcome may take longer.
- Once the offer has been prepared by Human Resources [HR-FES], the paperwork will be forwarded, usually via email, for your acceptance, signature and return.

Contact Information of the University of Melbourne Administrator at Department level

If you require any assistance, please contact the Precinct Department Administrator Honorary Appointments.

Department of Clinical Pathology

Contact Angela McKellar: Tel: 8559 6140 / angela.mckellar@unimelb.edu.au

Department of General Practice

Ysabella Vo: Tel: 8344 9010 / Ysabella.Vo@unimelb.edu.au.

Department of Medical Education

Joanne Rao: Tel: 8344 7879 / jjrao@unimelb.edu.au

Department of Medicine & Radiology

Medicine Royal Melbourne Hospital – Jennifer Kendall: jkendall@unimelb.edu.au

Medicine St Vincent's Hospital – Christine Lancaster: clancaster@unimelb.edu.au

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

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

Medicine Western – Paula Casas: paula.casas@unimelb.edu.au

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



Department of Obstetrics & Gynaecology

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

Royal Women's Hospital - Liliana Donisi liliana.donisi@unimelb.edu.au

Department of Paediatrics

April Fay: Tel: 9345 7605: paeds-hon-admins@unimelb.edu.au

Department of Psychiatry

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

Department of Surgery:

Martine Batchelder: Tel: 8468 0664 / martineb@unimelb.edu.au

Department of Rural Health:

Linda Foottit: Tel: 5823 4582 / lfoottit@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 go to: <https://staff.unimelb.edu.au/research> (University of Melbourne Log In required).
- 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>