# MELBOURNE MEDICAL SCHOOL HONORARY APPOINTMENTS

# DEPARTMENT APPLICATION / REAPPOINTMENT PROCESS FORM

Proposals for an Honorary appointment to the Melbourne Medical School (MMS) are to be recommended by an Executive Committee Member of the relevant MMS Department to the Head of Department.

Important University of Melbourne Policy requirements can be found via the links listed below:

## Refer to the following link for information on Honorary Policies and processes:

## <https://policy.unimelb.edu.au/MPF1156>

Select one of the following appointment categories [*1-2*]

## 1. HONORARY APPOINTMENT

Name of Proposed Appointee:

**Please indicate category of appointment in one of the tables below**

[ ] New Appointment

[ ] Reappointment

Proposed Term (office use only):

 Domestic Appointment [ ]  Overseas Appointment [ ]

 Finance approval for reimbursements for expenses or a travel allowance: **YES** [ ]  **NO** [ ]

**Note to Staff:** The Department Application and Reappointment Process Form is retained at Departmental level and not uploaded to the on-line HUGS honorary appointment system.

Appointments other than at the level of Emeritus Professor are for fixed terms and subject to periodic review.

Level E appointments are usually for a period of five years. Levels A-D appointments can be for a maximum of five years.

1. **HONORARY APPOINTMENTS**

|  |  |  |
| --- | --- | --- |
| **Category (Based on CV)** | **Title and Equivalent Rank** | **Equivalent Academic Level** |
| [ ]  Fellow | Lecturer | Level B |
| [ ]  Senior Fellow | Senior Lecturer | Level C |
| [ ]  Principal Fellow | Associate Professor | Level D |
| [ ]  Professorial Fellow | Professor | Level E |

## CLINICAL HONORARY APPOINTMENT

Refer to Melbourne Medical School Website (Honorary Appointments) for ***Criterion Matrix***

|  |  |
| --- | --- |
| **Title and Equivalent Rank** | **Equivalent Academic Level** |
| [ ]  Clinical Tutor | Level A |
| [ ]  Clinical Fellow | Level B |
| [ ]  Clinical Senior Fellow | Level C |
| [ ]  Clinical Associate Professor  | Level D |
| [ ]  Clinical Professor  | Level E |

1. **GUESTS (formerly known as Visitors)**

|  |  |
| --- | --- |
| [ ] Academic | [ ] Non-Academic |

**RECOMMENDATION [***based on page 2 of this form***] submitted by: Executive Committee Member (department- based)**

**Executive Name:**

**Signed:**

**Date**:

## Submit the following attachments with the application:

1. An updated CV
2. Letter of Recommendation (for new applications only)
3. Administration staff to complete HR4 and HR62 for Level E appointments only

**APPLICANT SHOULD COMPLETE PAGE 3**

# MELBOURNE MEDICAL SCHOOL HONORARY APPOINTMENTS DEPARTMENT APPLICATION / REAPPOINTMENT PROCESS

All prospective honorary appointments and re-appointments (**Levels A – E**) are asked to provide a brief summary under the following headings of ongoing or proposed contribution to the Department of Choose an item., Melbourne Medical School through the following activities

## I will be actively involved in the following areas:

[ ]  **Learning and teaching must be Melbourne Medical School students and may include:**

1. Direct teaching contact with students
2. Examination of Students
3. Contribution to curriculum development
4. Educational research
5. Supervision of teaching
6. Development of educational materials

## [ ]  Research

1. Supervision of Research Higher Degree students – (*Please state the names of students)*
2. Research publications
3. Engaging in a collaborative research project with substantive current staff members of the Department of Choose an item. (*Please state the name of departmental colleagues and Projects)*
4. Submitting grant applications with members of the Department *– (Please state the name of departmental colleagues and funding agency)*
5. Contribution of patients, samples, or resources to clinical trials

## [ ]  Clinical Leadership and service (e.g. mentorship of students; leadership, engagement and advocacy) – provide detail

## The following is mandatory

[ ] Acknowledgement of affiliation with the University of Melbourne in byline of publications and research grants is to state affiliation with the department.

Choose an item.

[All of these should be specified in the letter of appointment].

[ ] Acknowledgement of the University of Melbourne affiliation in media communication and for conference presentations.

[ ] Enacting the Melbourne Medical School Values of Commitment, Integrity, Compassion, Respect and Service.