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# Information for Academic Title Holders

PRIVILEGES AND RESPONSIBILITIES  
ASSOCIATED WITH  
UNIVERSITY APPOINTMENTS



**The University of Sydney**

the  
children's  
hospital at Westmead

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## ACCESS TO UNIVERSITY FACILITIES

### ➤ **University of Sydney Library**

As a University of Sydney title holder and member of the Faculty of Medicine you are entitled to:

#### **Borrowing privileges at the University Library**

University of Sydney title holders are able to register for library services by using a form that is available on the Library website at:

<http://www.library.usyd.edu.au/borrowing/cards.html#honorarystaffusyd>

Provided you have a digital photograph, you do not need to attend the Library or any of its branches to apply for a library card. Library membership for conjoint appointees is five years from the date of acceptance of their conjoint University position after which time it may be renewed subject to the appointees continuing to hold their conjoint positions. Library membership for all other title holders is three years from the date of acceptance of their University title after which time it may be renewed subject to renewal of their titles.

#### **Electronic access to the University Library**

Access to eJournals is via a University Library card only. The library card number can also be used as authentication for eJournal access from outside the University network. All University staff are entitled to cards as well as other staff such as University title holders, honorary appointees and those without titles that provide services to the University (such as teaching in the clinical schools). To obtain a library card you will need to apply via the website along with a supporting letter signed by the appropriate academic head of department or Clinical School Associate Dean. The details of how to do this along with an application form can be found at:

<http://www.library.usyd.edu.au/borrowing/cards.html#honorarystaffusyd>

It is possible to get a card without attending main campus by filling out the form and emailing a digital photo to the Library; something that is important for users at remote precincts.

### ➤ **Computer Access**

#### **Access to the internet and to USyd intranet via USyd Icon at CHW**

Access can be arranged through the Clinical School Executive Officer, Leigh Smith, on phone 9845 1903 or email [leighn@chw.edu.au](mailto:leighn@chw.edu.au). All University intranet sites are accessible, including that of the University of Sydney Medical Program (for which you will need to apply separately for a user name and password – a simple email process).

When you open the USyd Icon, it automatically takes you to the USyd Intranet and in order to access the journals you:

Along the menu bar you click on Library -> mouse over 'Databases and Electronic resources' and click on 'Ejournals'.

When the system prompts you for a username and password the following authentication screen pops up "Proxy authentication required for UCC web cache 1 at www-cache1.usyd.edu.au:8081" you need to enter your username and then enter your password.

You have to enter this username and password each time you are prompted.

*Please note that the Clinical School is billed monthly by the University of Sydney for the users access. The School has capped a limit of \$10.00 per month for each user, should you exceed this*

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*limit you may be required to reimburse the Clinical School (you will be notified via email if you do exceed this limit).*

Please ensure that your computer isn't set up to save your passwords as this will cause problems when authenticating.

➤ ***Access to parking on campus***

When access to the main University campus is needed, the CHW Clinical School has a book of parking tickets that provide free entry for staff who do not have an annual parking permit. Please contact Leigh Smith to arrange either by phone on 9845 1903 or via email, [leighn@chw.edu.au](mailto:leighn@chw.edu.au). Alternatively, if you need to attend the main University campus on a regular basis, you may be entitled to a Temporary Parking Permit which will allow you to park on the main campus at any time (including weekends) for up to three hours. These permits are made available by the Faculty at no cost. Please contact Ria Deamer either by phone 9351 4146 or via email, [ria@med.usyd.edu.au](mailto:ria@med.usyd.edu.au), if you would like to apply for such a permit. The permits are valid to the end of the current year and must be renewed annually.

➤ ***University of Sydney Sports & Aquatic Centre***

Annual membership for University of Sydney affiliates is \$40. Membership includes access to the gym, group fitness classes, pool, tennis, squash and the Sports Hall at members' rates. Short term visit passes are also available. For more information please refer to their website; [www.susport.com](http://www.susport.com)

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## RESEARCH SUPPORT

➤ **Access to University grant schemes and scholarships**

The University of Sydney has annual grant schemes for major equipment and to fund research, particularly for new appointees. There are also fellowship programs and postgraduate and summer student scholarships. Anne O'Neill, the CHW Research and Development Manager circulates a list of grants available on a regular basis. If you are not on the "Research Interest Group" email list, we suggest that you email Anne on [AnneO@chw.edu.au](mailto:AnneO@chw.edu.au) and ask her to include you. The website for the University of Sydney Research office (which also includes many useful links and grant information) is at <http://www.usyd.edu.au/su/reschols/welcome.html>. Information on ARC and NHMRC grants and guidelines is also detailed on this website.

Conjoint appointees and clinical academic title holders are eligible to apply for all University schemes provided they have all their research productivity (e.g., grant applications, postgraduate research student supervision and publications) submitted through and administered by the University. Evidence of this must be attached to the application.

➤ **The Research Office at CHW is now an official outpost of the University of Sydney Research Office.**

Conjoint academic appointees are **required** to submit their grants through the University of Sydney (via our CHW Research Office) and clinical academic title holders are encouraged to do so. Successful grants from schemes listed on the Australian Competitive Grants Index attract infrastructure funds back to the Research Division of CHW.

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## POSTGRADUATE RESEARCH STUDENT SUPPORT

### ➤ Visit our Webpage

<http://www.paediatrics.med.usyd.edu.au/postgrad.htm>

The webpage contains, among other things, information and guidelines for:

- ✓ Student
- ✓ Supervisor
- ✓ Research/Scholarships
- ✓ Thesis submission
- ✓ Dealing with examination results
- ✓ Professional Development Program
- ✓ Copies of the regular monthly newsletter
- ✓ USyd Icon (Ejournal access)

The website also contains links to information on Electives, Research, Summer School Programs and provides a link to the Faculty Postgraduate Administration site:

<http://www.chs.usyd.edu.au/PG/index.html>

### ➤ Statistics and Epidemiology courses

These are run through the Division of Research at The Children's Hospital at Westmead and notice of courses are emailed to the Research Interest Group (email Amelia Hill to ask to be included in this email distribution list).

The Senior Statistician is Corné B Biesheuvel. Please contact Corné directly to arrange an appointment: ([CorneliB@chw.edu.au](mailto:CorneliB@chw.edu.au)) or x51206.

### ➤ Contacts

Postgraduate Administration Officer : Denise Yuille : [DeniseY@chw.edu.au](mailto:DeniseY@chw.edu.au)

Sub-Dean Postgraduate Studies: Cheryl Jones: [cherylj@chw.edu.au](mailto:cherylj@chw.edu.au)  
Deputy Sub-Dean Postgraduate Studies: Rachel Skinner: [RachelS5@chw.edu.au](mailto:RachelS5@chw.edu.au)  
Russell Dale [RussellD@chw.edu.au](mailto:RussellD@chw.edu.au)

## PROFESSIONAL DEVELOPMENT

### ➤ **Subsidised attendance at courses in Medical Education**

At present, conjoint appointees and clinical academic title holders are eligible for reduced fees for study leading to award of a Graduate Certificate, Graduate Diploma or Masters degree in Medical Education offered through the Office of Teaching and Learning in Medicine (Faculty of Medicine, University of Sydney). Details of the course are available at:

<http://www.chs.usyd.edu.au/postgrad/>

Applications for reduced fees must be made through the Head of School.

### ➤ **Problem Based Learning (PBL) tutor training workshops**

The Office of Teaching and Learning in Medicine (OTLM) provides PBL tutor training workshops free of charge to all teachers in the University of Sydney Medical Program. Workshops on Med 4 paediatric PBLs are also provided by CHW Clinical School. These workshops are advertised at intervals via our Discipline website, CHW Gossips and Grumbles, the CHW staff support office and via fliers displayed on noticeboards in the CHW Clinical School.

### ➤ **Clinical Skills Centre**

The Clinical Skills Centre is located on the Ground Floor in the Medical Centre. Enquiries to Dianne Campbell, email [dianne3@chw.edu.au](mailto:dianne3@chw.edu.au)

### ➤ **Development Program for Research Higher Degree Supervisors**

The University of Sydney's *Development Program for Research Higher Degree Supervisors* is a flexible program which aims to provide professional academic development and training in higher degree research supervision. It is designed to:

1. Develop supervisors' supervisory skills
2. Develop supervisors' ability to manage the supervisory process to ensure timely completion of theses
3. Ensure supervisors are aware of University policies for higher degree research study

Registration in the program ensures that you can access the full range of resource materials available on the Institute for Teaching and Learning website; <http://www.itl.usyd.edu.au>. You can register at any time. The registration is handled automatically using a form on the website.

Registration is free to all University of Sydney staff members and title holders.

When you register you will be asked to complete a short questionnaire inquiring into your interests in research higher degree supervision and asking you to think about your learning goals - your reasons for wanting to develop your supervision. This is because the program will be most beneficial if it answers your specific questions. The feedback you provide in this registration will also assist in making this program more relevant to your needs.

Once you register, you will receive an email confirming your username and password. These will allow you to access the entire website. You will be prompted to login with this information every time you visit the website. Please store your username and password in a safe place.

You will also be placed on an email list that notifies you of updates and changes to the program, email bulletins which will notify you of workshops, research and publications, together with events and conferences. Please fill in your contact details on the form on the registration page.

For information on Workshops being held in 2008 please refer to the website, [http://www.itl.usyd.edu.au/postgrad/wkshop\\_rego.cfm](http://www.itl.usyd.edu.au/postgrad/wkshop_rego.cfm)

➤ **Mentorship Program for Advanced Trainees and newly appointed Academic Title Holders**

Our senior academic staff are available to provide mentorship and assistance with the aims of assisting with career planning, and supporting research development.

Prof Louise Baur ([louiseb@chw.edu.au](mailto:louiseb@chw.edu.au)) and Dr Patrina Caldwell ([patrinac@chw.edu.au](mailto:patrinac@chw.edu.au)) are the contact people for Advanced trainees and Prof Elizabeth Elliot is the contact for new clinical academic and conjoint appointees, [ElizabE2@chw.edu.au](mailto:ElizabE2@chw.edu.au).

➤ **Promotion and Progression to a Higher Title**

Conjoint appointees may apply for promotion through the University's annual academic promotion process.

The Academic Promotions Information for 2008 can be downloaded from the following web address: <http://www.usyd.edu.au/provost/promotions.shtml>

	Promotion to Level B	Promotion to Level C	Promotion to Level D	Promotion to Level E
Applications close	14 March	20 March	28 March	4 April

Clinical academic title holders may be nominated for the award of a higher title at any time throughout the year.

For more information and copies of necessary forms contact Leigh Smith : [leighn@chw.edu.au](mailto:leighn@chw.edu.au) or discuss with Prof Kathryn North : [kathryn@chw.edu.au](mailto:kathryn@chw.edu.au)

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## REQUIREMENTS AND RESPONSIBILITIES

- The formal requirements for the fulfilment of each academic level of award are attached below. Appointments are reviewed every 3 years
- Clinical and Conjoint Academics are expected to actively participate in teaching, including the USyd Medical Program and/or supervision of postgraduate research students. Academics should aim to participate in the teaching program in 3 of the 4 terms per year, as well as the exam at the end of each rotation
- Your affiliation with the "Discipline of Paediatrics & Child Health, Faculty of Medicine, University of Sydney" should be noted in all publications.
- Each year you will be asked to participate in the program for collection of data that attracts infrastructure to the Clinical School via Research Infrastructure Block Grant (RIBG) support. This will involve checking and editing data concerning details of your publications (including journal articles, reviews and book chapters).

### ➤ ***Conditions of Appointment for Conjoint Appointees and Clinical Academic Titles Holders***

#### **Conjoint Appointments**

- Conjoint appointments are contingent on the appointee continuing to hold his/her substantive position with a hospital or other body;
- Conjoint appointees are responsible for academic duties to the Head of the School to which they have been assigned;
- Conjoint appointees carry out teaching, examining, administrative and any other academic duties as arranged by the Head of their School;
- Conjoint appointees are required to submit all applications for research support to external agencies through the University's Research Office whenever they are the principal investigator on the application. In doing so, through their School, they become eligible for RIBG support. They also become eligible to apply for support from University funding schemes.
- Conjoint appointees are required to acknowledge the Discipline of Paediatrics and Child Health, Faculty of Medicine, University of Sydney in the by-line of any publications resulting from research undertaken in their capacity as a University of Sydney affiliate.

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- Any intellectual property (IP) arising out of conjoint appointees' teaching and examining duties will be subject to the University's IP policy as stated at [http://www.usyd.edu.au/hr/policydev/Intellectual\\_Property\\_Rule.pdf](http://www.usyd.edu.au/hr/policydev/Intellectual_Property_Rule.pdf) and as amended from time to time.
  - Conjoint appointees become members of the Faculty;

### **Clinical Academic Titles**

- Clinical academic titles are effective for three years from the date of acceptance of the University's offer of a title and are subject to the title holders continuing to perform their University duties as required by their Head of School and subject to their continuing to hold their current position with an Area Health Service or other body;
- Clinical academic title holders are responsible for academic duties to the Head of the School to which they have been assigned;
- Clinical academic title holders will carry out teaching, examining and any other academic duties as arranged by the Head of their School;
- Any intellectual property (IP) arising out of clinical academic title holders' teaching and examining duties will be subject to the University's IP policy as stated at [http://www.usyd.edu.au/hr/policydev/Intellectual\\_Property\\_Rule.pdf](http://www.usyd.edu.au/hr/policydev/Intellectual_Property_Rule.pdf) and as amended from time to time;
- Clinical academic title holders are encouraged to submit all applications for research support to external agencies through the University's Research Office, whenever they are the principal investigator on the application. In doing so, through their School, they become eligible for RIBG support and University funding schemes;
- Clinical academic title holders are required to acknowledge the Discipline of Paediatrics and Child Health, Faculty of Medicine, University of Sydney in the by-line of any publications resulting from research undertaken in their capacity as University of Sydney affiliates;
- Clinical academic title holders become members of the Faculty of Medicine;

In addition to the specific conditions as set out above, all University of Sydney staff and title holders are subject to the University of Sydney Act, 1990, and the By-laws made thereunder from time to time. As well, the University has formulated a Code of Conduct to promote the highest ethical and moral standards and to foster an understanding of the conduct expected by all staff including title holders. A copy of the Code is attached to the University's offer of appointment or of a title, and in accepting the offer, a conjoint or clinical academic title holder agrees to abide by its provisions. All title holders should also be aware of the University's policy on the use of University information and communication technology resources (ICT resources) which may be found at <http://www.usyd.edu.au/ICTPolicy/ICTResourcesPolicy19Dec2003.pdf>

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## **University of Sydney**

### **Classifications for Academic Teaching Staff**

Following are the University's classifications for teaching academic (including conjoint academic) staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position and level of achievement of the academic. The responsibilities of academics may vary according to the specific requirements of the University to meet its objectives, to different discipline requirements and/or to individual staff development.

The University is currently developing separate classifications for clinical academic title holders. It is expected that they will be similar to the academic classifications but will recognise that clinical academic titles are conferred primarily on staff of teaching hospitals and on other health professionals who meet teaching needs which the University may not otherwise satisfy, and that the quantum of contributions made by clinical academic title holders may be less than that of academic (including conjoint academic) staff.

An academic appointed to a particular level may be assigned, and may be expected to undertake, responsibilities and functions of any level up to and including the level to which the academic is appointed or promoted. In addition, an academic may undertake elements of the work of a higher level in order to gain experience and expertise consistent with the requirements for promotion to a higher level.

#### **Level A (Associate Lecturer)**

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the University, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to his or her professional discipline, and undertake administration primarily relating to his or her activities at the University. The contribution to teaching of Level A academics shall be primarily at undergraduate and graduate diploma level.

#### **Level B (Lecturer)**

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and co-ordinate and/or lead the activities of other staff, as appropriate to the discipline.

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A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the University. He or she may be required to perform the full academic responsibilities of and related administration for the co-ordination of an award program of the University provided that this is consistent with a reasonable overall workload.

#### **Level C (Senior Lecturer)**

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community. He or she may be required to perform the full academic responsibilities of and related administration for the co-ordination of a large award program or a number of smaller award programs of the University provided that this is consistent with a reasonable overall workload.

#### **Level D (Associate Professor)**

A Level D academic will normally make an outstanding contribution to the research and/or scholarship and/or teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area. This may include the coordination of a large award program or a number of smaller award programs of the University provided that this is consistent with a reasonable overall workload.

A Level D academic will make an outstanding contribution to the governance and collegial life inside and outside of the University and will have attained recognition at a national or international level in his or her discipline. He or she will make original and innovative contributions to the advancement of scholarship, research and teaching in his or her discipline.

### Level E (Professor)

A Level E academic will provide leadership and foster excellence in research, teaching and policy development in the academic discipline within the University and within the community, professional, commercial or industrial sectors.

A Level E academic will have attained recognition as a leading authority in his or her discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level. A Level E academic will make original, innovative and distinguished contributions to scholarship, researching and teaching in his or her discipline. He or she will make a commensurate contribution to the work of the University.

***“Medical Practice is conceived of as an integrated coherent activity. A matching education is needed: one in which the practice is developed as a whole – in all its complexity of manual skill, appropriate attitudes, moral reasoning, sensibility, integrity and clinical reasoning expressed in excellent practice.”***

***Margetson, D. (1998) What Counts as Problem-based Learning? In Education for Health, Vol 11, No 2, 193-201***

<b>WHO'S WHO - CHW CLINICAL SCHOOL 2008</b>
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Name	EXT	Area of support
<b>Prof Kathryn North</b> Head/Assoc Dean	<b>51906</b> (direct)	Head Of Discipline of Paediatrics and Child Health Associate Dean, CHW Clinical School Appointments and promotions
<b>Prof Louise Baur</b>	<b>53393</b>	Advanced Trainee Mentorship Program
<b>Dr Dianne Campbell</b>	<b>50678</b>	Senior Lecturer USydMP (part time) Professional Master of Medicine Program
<b>Dr Patrina Caldwell</b>	<b>53139</b>	Lecturer USydMP (part time) Advanced Trainee Mentorship Program
<b>Prof Danny Cass</b>	<b>53059</b>	William Dunlop Professor of Paediatric Surgery
<b>Dr Shoma Dutt</b>	<b>53989</b>	Lecturer USydMP (part time)
<b>Prof Elizabeth Elliott</b>	<b>53450</b>	Liaison, New appointees and Junior Academic Staff
<b>A/Prof Andrew Holland</b>	<b>53059</b>	Surgical Teaching and Clinical Skills Training
<b>A/Prof Cheryl Jones</b>	<b>51902</b>	Subdean, Postgraduate Studies
<b>Karen Scott</b>	<b>53385</b>	Lecturer USydMP; USydMP – Coordination; Professional Master of Medicine Program, M. Med. Education program.
<b>Dr Anne Morris</b>	<b>53139</b>	Professional Masters Program (part time)
<b>Dr Megan Phelps</b>	<b>53374</b>	USydMP – Coordination (part time) Options, Honours and Electives
<b>Dr Russell Dale</b>	<b>53377</b>	Senior Lecturer – Deputy Postgraduate Coordinator
<b>Dr Rachel Skinner</b>	<b>53377</b>	Senior Lecturer – Deputy Postgraduate Coordinator
<b>Prof David Sillence</b>	<b>53215</b>	ASMOF Liaison
<b>Lydia Beltran</b>	<b>53446</b>	Admin Officer - USydMP
<b>Maureen Baker</b>	<b>53381</b>	Admin Officer – Clinical School and Electives
<b>Fran Devasahayam</b>	<b>53448</b>	Admin Officer
<b>Diane Hanlon</b>	<b>53382</b>	Office Manager – Hospital Liaison
<b>Sandra Harris</b>	<b>53370</b>	Admin Officer – Postgraduate Masters Coursework Program and Professional Development short term courses, Electives
<b>Leigh Smith</b>	<b>51903</b>	Executive Officer, Contact for K North (University matters)
<b>Dr S V Soundappan</b>	<b>53360</b>	Academy Surgery (part time)
<b>Vikki Cheetham</b>	<b>53376</b>	Education Support Officer – USydMP
<b>Imran Hussain</b>	<b>53066</b>	IT Officer