

ADJUNCT AND CLINICAL TITLES POLICY

INTRODUCTION AND PURPOSE:

All information contained in this document is to be considered in conjunction with the [UWA Adjunct and Clinical Titles Policy](#).

The objective of Adjunct and Clinical academic titles is to provide recognition by the Dental School to persons who make a regular and significant contribution to the activities of the Dental School.

Appointment to an Adjunct or Clinical position may recognise academic achievement, or professional or career achievements in industry or the community, that are of relevance to the work of the School and the University. Clinical appointments are made only to dentists who supervise students or who diagnose and/or treat patients in clinical settings.

An appointment, and the level at which it is made, should normally correspond to the academic achievements or professional/career achievements of the applicant. If the applicant has held a recent academic title at a university, the title conferred will not normally be at a higher level than that previously held. However, in exceptional circumstances, the Head of School may write to the Vice-Chancellor seeking a higher status.

SCOPE:

The policy shall be adopted as standard practice within the UWA Dental School.

POLICY:

Titles

Non-Clinical Titles:

- Adjunct Lecturer
- Adjunct Senior Lecturer
- Adjunct Associate Professor
- Adjunct Professor

Non-Clinical Titles (Teaching Intensive):

- Adjunct Teaching Fellow (equivalent to Lecturer)
- Adjunct Senior Teaching Fellow (equivalent to Senior Lecturer and above)

Non-Clinical Titles (Research Intensive):

- Adjunct Research Fellow
- Adjunct Senior Research Fellow

Clinical Titles:

- Clinical Lecturer
- Clinical Senior Lecturer
- Clinical Associate Professor
- Clinical Professor

Clinical titles are to be considered only for dentists who supervise students or who diagnose and/or treat patients in clinical settings. They are not to be considered for alternative health practitioners.

For further information on Adjunct and Clinical titles please refer to the *UWA Dental School Adjunct & Clinical Title Appointments Guidelines*.

Applications

Applications for Clinical and Adjunct appointments are to be made to the Head of the Dental School.

All applications will be reviewed by the relevant Discipline Lead, Head of Division, and the Head of School, who may form an Advisory Committee to assist with this task.

All applicants must have Good Standing in their relevant fields, uphold and promote the criteria for their relevant professions and the UWA Code of Ethics and Code of Conduct.

Any disagreements will be resolved at the level of the Vice-Chancellor.

For further information on the application process please refer to the *UWA Dental School Adjunct & Clinical Title Appointments Guidelines*.

Authority to Confer Title

The Head of School has the authority to confer Adjunct and Clinical titles other than those of Adjunct Professor and Clinical Professor. Adjunct Professor and Clinical Professor titles can be conferred only by the Vice-Chancellor.

Letter of Appointment

Letters of appointment are prepared by Financial and Staff Resources and copies sent to the Head of School.

Length of Appointment

Adjunct and Clinical titles may be awarded for **up to three years** at a time and may be renewed.

Applications to renew a title for a further period are to be made to the Head of School. New letters of appointment will be offered to re-appointments on the recommendation of the Head of School. When it is proposed that a more senior title be granted (promotion), the full nomination process will be conducted.

The title awarded may be removed at any time should the special relationship with the University which gave rise to the nomination cease.

Remuneration and Privileges

Adjunct and Clinical appointments are not remunerated by the University and are not employees.

Clinical and Adjunct appointments carry the following privileges:

- access, subject to the Head of School's approval, to school resources
- UWA Campus Card and the use of the University Library on the same terms as a full-time academic staff member
- access to opportunities for personal and professional development by way of courses offered through Organisational and Staff Development Services
- UWA paid staff parking - see [UniPark](#) for more information
- eligibility for UWA category membership of the University Club
- access to UWA corporate rates for QANTAS Club membership

Clinical and Adjunct academic title holders will become members of the Dental School. For academic activities they will be responsible to the Head of School who is encouraged to optimise their involvement in the school and university activities. There is no obligation for School resources to be allocated to support this arrangement

If Adjunct and Clinical title holders act as supervisors of higher degree by research students, they must undertake to act in accordance with the Code of Good Practice for Graduate Research Supervision and the Guidelines on Research Ethics and Research Conduct.

Holding an Adjunct or Clinical appointment with the Dental School does not restrict the individual from working with the Dental School and/or University in a separate capacity (i.e. under an employment contract or as a contractor). However, Clinical and Adjunct academic title holders will not be employed by the Dental School for the purpose of performing duties, activities or services that would be a component of their expected Adjunct contributions. For example, an Adjunct Senior Lecturer (teaching intensive) or Clinical Senior Lecturer (clinical tutor) will not be engaged as a paid Academic staff member for the purpose of teaching or clinical supervision of students. Similarly, an Adjunct Senior Research Fellow (research intensive) will not be engaged as a paid Academic staff member for the purpose of conducting research or research training (e.g. HDR student supervision).

Use of Titles

Adjunct and Clinical Titles are intended for use within the University – e.g. in Minutes, correspondence, research grant applications, publications, as a salutation in conversation.

In all formal University publications, minutes etc. the full title is used; for example Clinical Lecturer X, Adjunct Professor Y.

In all formal University communications, the full title is used for the address, but the salutations may be shortened to the more familiar form, for example:

To Adjunct Professor Y ? Dear Professor Y

To Adjunct Professor Y ? Dear Professor Y

To Clinical Senior Lecturer Z ? Dear Dr Z.

The more familiar form is also used in conversation.

In research grant applications which are made through the University, holders of University titles must use their title and the relevant University school or centre.

Adjunct and Clinical Titles must not be used once a person no longer holds an Adjunct or Clinical appointment with the Dental School.

Cessation of Adjunct Title

The Dental School may withdraw an Adjunct or Clinical title at any time.

The Head of School may remove the title of Adjunct or Clinical Associate Professor, Senior Lecturer or Lecturer on their own authority and may seek the approval of the SDVC to remove the title of Adjunct or Clinical Professor.

Adjunct and Clinical title holders may resign from their appointment by submitting their request in writing to the Head of School.

The Head of School will advise individuals with Adjunct or Clinical Titles of the removal of such titles (and the associated privileges) personally in writing and copy that advice to the relevant Finance and Staff Relations team to process.

The cessation of the Adjunct or Clinical title will remove the privileges attached to that appointment as outlined in the section above and in the letter of affiliation.