

### Guideline: Conjoint Appointments

This guide is intended to provide an outline of the process involved for Conjoint appointments.

1. Conjoint appointments relate to where there is a joint arrangement between the University and an external employer for their employee to perform a particular role/s for the University for a specified period of time. This appointment will involve reimbursement to the external employer of a portion of their employee's salary or costs.
2. This arrangement is underwritten by a formal agreement between the University and the external employer (i.e. a Memorandum of Understanding or Heads' Agreement) stipulating that the appointee will commit a proportion of their time to undertake specific duties with the University.
3. The Head of Organisational Unit, UQ will develop a memorandum of understanding or Heads' agreement in association with the Legal Office (NB the Legal Office has templates available for conjoint agreements with Queensland Health, see <http://www.uq.edu.au/legaloffice/index.html?page=122090>). Where the External Provider develops the proposed agreement, the Legal Office must be consulted and a document that may be edited (Word document) must be provided. A request for Legal Services form <http://www.uq.edu.au/legaloffice/docs/GRFLS.doc> must accompany proposed Conjoint agreements (whether as a template agreement, full agreement, external agreement or letter). The signatories on the agreement are the Head of the Organisation Unit, UQ, the Head of the External Provider Organisation Unit, the appointee and the Executive Director, Operations, UQ. An original is usually kept by both UQ and the External Provider.
4. The University will contribute to the cost of the appointee's services to the university. The process for payment may vary, but is usually via:
  - a. The external employer will invoice UQ for the time their employee is allocated to the University; or
  - b. The University may make a payment to the external employer for an arrangement that covers a number of conjoint appointees.
5. Conjoint appointees are given an equivalent academic or professional title. Academic standards applied in consideration of the appropriate level of appointment are stipulated in HUPP 5.70.17 *Criteria for Academic Performance* <http://www.uq.edu.au/hupp/index.html?page=68324&pid=25173>. Professional staff standards applied are considered against HEW levels (see Enterprise Bargaining Agreement for General Staff, Schedule 6).
6. A Position Description will be developed for the duties to be carried out for the University.
7. For academic levels A – D and professional staff, the Head of the Organisation Unit will complete the Conjoint Appointment Form, attach the nominee's CV, Position Description and completed Memorandum of Understanding. All documentation should be forwarded to the Faculty/Institute HR Section who will provide the application to the Executive Dean/Institute Director for consideration and approval. Once approved a Letter of Appointment, generated from Aurion and signed by the Executive Dean, will be forwarded to the appointee.
8. Human Resources will enter the appointment into Aurion. While the hours per week and costing details may be entered into Aurion, it is important to note that the appointee should not be included in the University Payroll system as payment is made to the External Provider through an invoicing

system (usually conducted within the Organisational Unit). These details may be recorded at the placement costing level and placement comments box.

9. For academic level E appointments a professorial appointment selection committee will be convened to make a recommendation to the Vice-Chancellor. Alternatively, the Executive Dean may gather all of the relevant information and forward it to the Vice-Chancellor for consideration and approval. In either case the appointment letter will be signed by the Vice-Chancellor.
10. Performance reviews are conducted against the Key Performance Indicators listed in the Conjoint Agreement and the Position Description.