Human Resource Services

Adjunct Appointments – Levels A-C and Honorary Associate Appointments – Flow Chart

- UNE Academic staff member (or HoS) identifies individual as potential collaborator with UNE through an Adjunct or Honorary Associate Appointment.
- Academic staff member suggests nomination to HoS

With preliminary approval from HoS, UNE Academic (now considered to be Nominee's UNE Academic contact) & Nominee complete appropriate Adjunct Appointment form below, submits to School for HoS signed approval - (all forms can be found on the website)
  - Adjunct and Honorary Associate Nomination Form (ensure terms and conditions are signed)
  - Current Curriculum Vitae

- HoS approves the application
- Signs above form/s
- School submits all documentation to hrs-academicservices@une.edu.au

- HRS enters Adjunct/Honorary Associate on system
- Confirmation letter is emailed to Adjunct/Honorary Associate and School, with IT set up form link.

- HRS saves all documentation to TRIM.

Please note Adjunct/Honorary Associate Appointment nominations have a processing time of 10 business days.

With preliminary approval from HoS, UNE Academic (now considered to be Nominee's UNE Academic contact) & Nominee completes appropriate Adjunct Appointment forms below, submits to School for HoS signed approval - (all forms can be found on the website)
  - Adjunct and Honorary Associate Nomination Form (ensure terms and conditions are signed)
  - Outcomes Report

- HoS rejects the application

Application goes no further. No appeal can be made.