

8.10 Honorary Appointments Policy

Page 1 of 6

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Overview

This policy¹ provides for the following honorary appointments:

- a) Adjunct
- b) Honorary Associate
- c) Visiting

The purpose of honorary appointments is to provide formal means by which:

- a) former staff members who have made a significant contribution to the University, may continue an association with the University in research, scholarship or teaching within a School; or
- b) persons of distinction and/or international standing, may become associated with the research, scholarship or teaching in a School.

Policy

8.10.1 As the professional qualifications, experience and reputation of appointees may vary considerably, appointments made under this policy do not imply that an equivalent level of appointment, if employed as an academic staff member by the University, would be held.

8.10.2 Appointments of former staff will normally be at the level of their substantive position. Where a case is presented for appointment at a higher level, it will be considered in the light of the standard that would be applied by the relevant promotion committee.

8.10.3 Appointment to an honorary position does not carry with it the right to a salary or an honorarium.

8.10.4 These appointments supplement the academic activity and expertise of the University. They are not, however an alternative to formal appointments to academic positions within the University.

8.10.5 Visiting appointees are ineligible to receive remuneration from the University.

8.10.6 Agreed contributions may include, but are not restricted to, one or more of the following:

- a) supervision of postgraduate or honours students;
- b) provision of teaching services in any form;
- c) provision of clinical services;
- d) participation in research projects either as sole or joint researcher;
- e) participation in publication endeavours; or
- f) contribution to the scholarship of the School or University.

- 8.10.7** Honorary and Visiting appointees are required to comply with the principles inherent in the University policies applicable to the work in which they are engaged and, as part of this requirement, are reminded of the ethical obligations implicit in an academic appointment and are referred to the [UNE Code of Conduct for Staff](#).
- 8.10.8** Honorary and Visiting appointees must not use the honorary title for private commercial benefit.
- 8.10.9** Either party may terminate the appointment at any time on four weeks' notice.
- 8.10.10** Appointments for postgraduate or honours supervision should be for the period of candidature.
- 8.10.11** Honorary and Visiting appointments include access to University facilities. It is the responsibility of the Head of School to provide accommodation and access to equipment.
- 8.10.12** Honorary appointees will be required to carry appropriate personal and professional indemnity insurance or to specify how they are covered in the event of professional indemnity claims. Appointees are covered under the University's public risk and workers compensation insurance policies.
- 8.10.13** Rights to intellectual property created in conjunction with the honorary or visiting appointment to UNE are subject to the University's Intellectual Property Policy. The University has no claim over Intellectual Property in any work done outside the University by the appointee.
- 8.10.14** Honorary and visiting appointees must not represent themselves as officers of UNE for any purpose other than those strictly related to the expected contribution. Appointees are required, in using any stationery, website or email signature carrying the University title or logo, to indicate clearly their full honorary or visiting title.
- 8.10.15** An annual report naming the honorary and visiting appointments for that year will be presented through Academic Board to Council.
- 8.10.16** An application for reappointment must be accompanied by the Head of School's objective assessment of the appointee's contribution to the University in the context of the purpose of the appointment.

Adjunct²

- 8.10.17** Adjunct appointments may be Associate Lecturer, Lecturer, Senior Lecturer, Associate Professor or Professor and may be granted to:
- a) former Professors, Associate Professors, Senior Lecturers, Lecturers or Associate Lecturers, who have completed a substantial period of service to the University; or
 - b) individuals who, having practiced a profession with distinction or particular success (including success in aspects of consulting, professional practice, business or community leadership of strategic value), have special skills or learning of value, and who work in close collaboration with UNE.

8.10.18 Adjuncts will be:

- a) responsible to the appropriate Head of School for all work carried out in or on behalf of the University;
- b) eligible to supervise postgraduate and honours students; and
- c) eligible to contribute to the teaching, research or scholarship endeavours of the University.

Adjunct Associate Lecturer, Lecturer and Senior Lecturer

8.10.19 Adjunct Associate Lecturer, Adjunct Lecturer, and Adjunct Senior Lecturer appointments shall be nominated by the Head of School and approved by the Pro Vice-Chancellor/Dean and an offer will be made by Human Resource Services. All nominations must include a detailed curriculum vitae and written statement explaining the reasons for the appointment.

8.10.20 The appointment may be made initially for a period not exceeding three years.

8.10.21 A reappointment may be made at the discretion of the Head of School and Pro Vice-Chancellor/Dean. An offer will then be made by Human Resource Services.

Adjunct Professor and Associate Professor

8.10.22 Adjunct Professor and Adjunct Associate Professor nominations for appointment and reappointment will be considered by an Adjunct Appointments Committee.

8.10.23 Nominations will be made through the Head of School and Pro Vice-Chancellor/Dean to the Adjunct Appointments Committee.

8.10.24 The Committee's recommendation will be forwarded to the Vice-Chancellor for approval.

Committee Membership

8.10.25 The Adjunct Appointments Committee will normally comprise the following staff, or their equivalent:

Deputy Vice-Chancellor, Chair

Pro Vice-Chancellor and Deans

Chair or Deputy Chair, Academic Board

*Professor from each faculty, nominated by the PVC/Dean

*Professor elected from and by Academic Board

*Professors must have served on a Level E Promotion Committee

Honorary Associate

8.10.26 Appointment as an Honorary Associate may be granted to UNE doctoral graduates who have graduated in the last five years to enable them to continue to contribute to research, scholarship and teaching.

- 8.10.27** The appointment will be approved by the appropriate Head of School and an offer will be made by Human Resource Services, for an initial period of up to twelve months.
- 8.10.28** A reappointment may be made annually at the discretion of the Head of School up to a maximum of three years from the date of initial appointment. For each reappointment an offer will be made by Human Resource Services.

Visiting

- 8.10.29** Visiting appointments may be scholars who are academic staff members from a recognised institution requesting a temporary association with the University and work of a School. Visiting Scholars must be:
- a) a permanent or contract staff member of an institution that is recognised by UNE as having appropriate standing;
 - b) sponsored by the employing institution, by an eligible government authority in their country of employment, by the Australian Government or by UNE; and
 - c) visiting UNE to conduct research or contribute to teaching during an official period of sabbatical or study leave, or as part of a course of study leading to the equivalent of a higher degree by research.
- 8.10.30** The appointment is approved by the appropriate Head of School and an offer will be made by Human Resource Services, for a period of up to twelve months.
- 8.10.31** Any publication, research report, curriculum development or teaching outcome arising out of work done at the University by Visiting appointees will contain an acknowledgement of the University's support for this work and, in the case of a publication or research report, the author's visiting appointment at the University must also be included where the author's affiliations are listed.

Other Employment

- 8.10.32** Where an honorary appointee is to be offered some paid employment they must be issued with a separate contract of employment. These arrangements must follow normal employment procedures and meet industrial and other requirements (such as visa requirements in the case of appointees from overseas). Such employment should be confined to particular defined activities and is not to exceed 7.5 hours per week in the case of an ongoing paid engagement.

Practices and Procedures

The following practices and procedures are provided to facilitate implementation of the above policy. They do not form part of that policy:

Appointment Procedure

Adjunct– Associate Lecturer to Senior Lecturer Honorary Associate and Visiting

- 8.10.33** The Head of School will nominate a person for an honorary appointment by signing a completed 8.10-b Honorary Nomination Form which may be downloaded at [www](#) .
- 8.10.34** Approved Honorary Associate and Visiting nominations and attached current detailed curriculum vitae, must be forwarded directly to Human Resource Services.
- 8.10.35** Approved Adjunct Associate Lecturer to Senior Lecturer nominations and attached current detailed curriculum vitae, must be forwarded to the Pro Vice-Chancellor/Dean for approval. The approved nomination form and accompanying documentation will then be forwarded to Human Resource Services.
- 8.10.36** Human Resource Services will send a letter of offer to the approved nominee with a copy to the relevant School and Pro Vice-Chancellor/Dean.

Adjunct Appointments –Professor and Associate Professor

- 8.10.37** The Head of School will nominate a person for an honorary appointment by signing a completed 8.10-c Honorary Nomination Form – Adjunct Professor and Professor which may be downloaded at [www](#).
- 8.10.38** The approved nomination form, and current detailed curriculum vitae, must be forwarded to Human Resource Services.
- 8.10.39** Nominations will be considered by the Adjunct Appointments Committee, which will meet in person on a quarterly basis.
- 8.10.40** The Committee's recommendation will be forwarded to the Vice-Chancellor including, if appropriate, the appointment length, level, and expected contribution.
- 8.10.41** On approval by the Vice-Chancellor, all offers will be made by Human Resource Services.
- 8.10.42** The relevant school and faculty will be advised of the outcome and in the case of nominations not approved, the Committee's reasons will be provided in writing.
- 8.10.43** All documentation relating to honorary appointments will be retained in Human Resource Services.

¹ Policies and procedures which will be superseded by this document: Honorary, Adjunct and Visiting Appointments Policy, 10 October 2003.

Provisions for the appointment to the position of Emeritus Professor can be found in the Policy at *www*.

² The title of Honorary Fellow has been replaced by the title 'Adjunct'. Current titleholders will retain the title 'Honorary Fellow' and on application for reappointment will be considered at an appropriate Adjunct level. The title of Honorary Fellow is to be distinguished from the title of "Fellow of the University", which is awarded as a type of honorary degree.

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