

8.10 Honorary Appointments Policy

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This policy should be read in conjunction with the Honorary Appointments Procedures.

Overview

The University acknowledges current and future contributions by individuals who do not hold continuing or full-time academic positions at the University. Honorary appointments and titles may be conferred to reflect the mutually beneficial relationship between these individuals and to formalise an association with the University. Such appointments are not an alternative to formal appointments to academic positions within the University.

This policy uses the term “Honorary titleholder” to refer generally to a person holding an appointment in any of the following categories:

- a) **Adjunct:** This title may be conferred on an individual who has particular expertise in a field of knowledge and agrees to carry out functions in research, scholarship, teaching or other activities for the benefit of the University.
- b) **Honorary Associate:** This title may be conferred on a recent UNE doctoral graduate who agrees to continue to contribute to research, scholarship or teaching for the benefit of the University.
- c) **Visiting Scholar:** This title may be conferred on an individual who is associated with another institution and who is carrying out functions at the University in research, scholarship, teaching or other activities with the endorsement of their institution.

Such appointments are intended to provide the basis for:

- a) former staff who have made a significant contribution to the University to continue an association with the University in research, scholarship or teaching within a School;
- b) individuals of distinction and/or international standing to become associated with the research, scholarship or teaching within a School;
- c) individuals who have practiced a profession with distinction or have had particular success in consulting, professional practice, business or community leadership to provide strategic value to the University; and/or
- d) individuals whose appointment will bring valuable reputation, relationship and technical resources to the University to aid its research and teaching endeavours.

All such appointments and their titles shall designate the category of appointment from the list above, and the nature of the function that is being served on behalf of the University. This may be:

- a) Academic designations such as Professor, Associate Professor, Senior Lecturer or Lecturer; or
- b) Specialist designations reflecting particular functions, such as Research Fellow, Clinical Supervisor, or such other description as is required to accurately reflect the function.

Policy

- 8.10.1** Appointments of professionals whose expertise lies outside tertiary education will normally be at a level comparative to their standing in their field.
- 8.10.2** Appointments made under this policy are not to be interpreted as an indication that a substantive appointment in the University would be made at the same level.
- 8.10.3** Appointments of academics will normally be at the level of their most recent academic position. A case for appointment at an alternative level may be considered in the light of the standard that would be applied by the relevant promotion committee.
- 8.10.4** Either party may terminate the appointment at any time on four weeks' notice.
- 8.10.5** Appointments under this policy do not carry the right to a salary or an honorarium.
- 8.10.6** An honorary titleholder may be offered a separate contract with the University. Except with the express consent of the relevant Pro Vice-Chancellor and Dean or the Deputy Vice-Chancellor, such a contract is to be on a fixed-term part-time or casual basis for no longer than six months.
- 8.10.7** An honorary appointment shall cease where the appointee accepts the following positions with the University:
- any continuing academic position
 - any full-time academic appointment (regardless of duration)
 - part-time academic appointment for longer than 6 months, unless approval is provided under 8.10.6.
- 8.10.8** Honorary titleholders 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](#).
- 8.10.9** Honorary titleholders are given access to University facilities. Heads of Schools will ensure that appropriate equipment and resources are made available, and may approve reimbursement for expenses incurred in providing services to the University as an honorary titleholder.
- 8.10.10** When acting in their capacity as an honorary titleholder, individuals will be covered under the University's public risk policy.
- 8.10.11** Honorary titleholders must not use the honorary title for private commercial benefit. Any work carried out by an honorary titleholder for any other employer or organisation must not involve the University in any way. Use of stationery, website or email signature carrying the University title or logo must not be used in connection with such work.
- 8.10.12** Rights to intellectual property resulting from an honorary 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 ambit of the University appointment.

- 8.10.13** Honorary titleholders must not represent themselves as officers of UNE for any purpose other than those strictly related to their honorary appointment. Titleholders are required, in using any stationery, website or email signature carrying the University title or logo, to indicate clearly their full honorary title.
- 8.10.14** Any publication, research report, curriculum development or teaching outcome arising out of work done at the University by honorary titleholders 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 honorary appointment at the University must also be included where the author's affiliations are listed.
- 8.10.15** Heads of Schools will provide an annual report to the Pro Vice-Chancellor and Dean on or about 1 December, indicating the value to the University of each appointment.
- 8.10.16** An annual report naming the honorary appointments for each year will be presented through Academic Board to Council.
- 8.10.17** An application for reappointment must be accompanied by a 'Report on Outcomes for Honorary/Adjunct Staff' together with the Head of School's objective assessment of the appointee's contribution to the University in the context of the purpose of the appointment.

Adjunct¹

- 8.10.18** Adjunct appointments may be at any academic level.
- 8.10.19** Adjuncts will be responsible to the appropriate Head of School for all work carried out in, or on behalf of, the University.
- 8.10.20** Adjuncts may be eligible to supervise postgraduate and honours students.

Adjunct Associate Lecturer, Lecturer and Senior Lecturer

- 8.10.21** Nominations for the positions of Adjunct Associate Lecturer, Adjunct Lecturer, and Adjunct Senior Lecturer appointments will be made by the Head of School and approved by the Pro Vice-Chancellor and Dean. All nominations must include a detailed curriculum vitae and written statement explaining the reasons for the appointment.
- 8.10.22** The appointment may be made for a period of up to three years.

¹ The title of 'Adjunct' replaces the title 'Honorary Fellow'. 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 by Council.

Adjunct Associate Professor and Professor

- 8.10.23** Nominations for the positions of Adjunct Professor and Adjunct Associate Professor will be made through the Head of School and Pro Vice-Chancellor and Dean.
- 8.10.24** Nominations for appointment and reappointment will be considered by an Adjunct Appointments Committee.
- 8.10.25** The Committee's recommendation will be forwarded to the Deputy Vice-Chancellor for approval.

Committee Membership

- 8.10.26** The Adjunct Appointments Committee will normally comprise the following staff, or their equivalent:
- Pro Vice-Chancellor (Academic), Chair
 - Pro Vice-Chancellor and Deans
 - Chair or Deputy Chair, Academic Board
 - Professor from each faculty, nominated by the PVC and Dean
 - Professor elected from and by Academic Board
- (Professors must have served on a Level E Promotion Committee)

Honorary Associate

- 8.10.27** Nominations for the position of Honorary Associate will be made by the Head of School and approved by the Pro Vice-Chancellor and Dean for an initial period of up to twelve months.
- 8.10.28** A reappointment may be made annually at the discretion of the Pro Vice-Chancellor and Dean. The total number of reappointments must not exceed two, i.e. three twelve month appointments.

Visiting Scholar

- 8.10.29** Scholars who seek a temporary association with the University may be granted a visiting appointment. Visiting Scholars must be:
- a) sponsored by the employing institution, by an eligible government authority in their country of employment, by the Australian Government or by UNE; and/or
 - b) 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** Nominations for Visiting scholars will be made by the Head of School and approved by the Pro Vice-Chancellor and Dean, for a period of up to twelve months.

Further Information

Human Resource Services, ext 3417 and 3612.