

8.10A Honorary Appointments Procedures

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Rationale and Scope

The following practices and procedures are provided to facilitate implementation of the Honorary Appointments policy and should be read in conjunction with that policy:

Honorary Associate, Adjunct Associate Lecturer to Senior Lecturer and Specialist Designations

- 8.10A.1** The nomination must be typed and submitted on the relevant Human Resource Services form and include:
- a current, detailed curriculum vitae;
 - a detailed paragraph on the specific purpose of appointment, such as postgraduate supervision (listing any students currently supervised), undergraduate teaching (listing units taught), research collaboration (brief description), research/grants and publications submitted with the UNE institutional affiliation;
 - case for proposed level of appointment; and
 - if a reappointment, date current appointment ceases, *Outcomes for Honorary Appointments* form completed for previous appointment and the Head of School's/Centre Director's objective assessment. All reappointments will be assessed against outcomes expected and achieved since last appointment.
- 8.10A.2** The Head of School/Centre Director will sign and complete the "case for proposed level of appointment" section (noting the University's relevant classification standard and clause 8.10.3 of the Honorary Appointments Policy) on the nomination form and forward the completed form to the relevant Pro Vice-Chancellor and Dean/Deputy Vice-Chancellor (Research) for approval.
- 8.10A.3** The Pro Vice-Chancellor and Dean/Deputy Vice-Chancellor (Research) will sign the nomination form.
- 8.10A.4** Where the appointment falls under clause 8.10.6 and 8.10.7 of the Honorary Appointments Policy, the Pro Vice-Chancellor and Dean/Deputy Vice-Chancellor (Research) will give consent for the appointment to proceed or reject the nomination.
- 8.10A.5** The approved nomination form and accompanying documentation will then be forwarded to Human Resource Services.

Adjunct Associate Professor and Professor

- 8.10A.6** The nomination must be typed and submitted on the relevant Human Resource Services form and include:
- a current, detailed curriculum vitae;
 - a detailed paragraph on the specific purpose of appointment, such as postgraduate supervision (listing any students currently supervised and expected completion date), undergraduate teaching (listing units taught), research collaboration (outline of projected outcomes), research/grants and publications submitted with the UNE institutional affiliation;
 - case for proposed level of appointment; and
 - if a reappointment, date current appointment ceases, *Outcomes for Honorary Appointments* form completed for previous appointment and the Head of School's/Centre Director's objective assessment. All reappointments will be assessed against outcomes expected and achieved since last appointment.
- 8.10A.7** The Head of School/Centre Director will sign and complete the "case for proposed level of appointment section (noting the University's relevant classification standard and clause 8.10.3 of the Honorary Appointments Policy) on the nomination form and forward the completed nomination form, including the above supporting documentation, to the relevant Pro Vice-Chancellor and Dean/Deputy Vice-Chancellor (Research) for endorsement.
- 8.10A.8** The Pro Vice-Chancellor and Dean/Deputy Vice-Chancellor (Research) will sign the nomination form.
- 8.10A.9** Where the appointment falls under clause 8.10.6 and 8.10.7 of the Honorary Appointments Policy, the Pro Vice-Chancellor and Dean/Deputy Vice-Chancellor (Research) will give consent for the appointment to proceed or reject the nomination.
- 8.10A.10** The approved nomination form and accompanying documentation will then be forwarded to Human Resource Services.
- 8.10A.11** Nominations must be received in Human Resource Services three weeks prior to the scheduled meeting date.
- 8.10A.12** Nominations will be considered by the Adjunct Appointments Committee, which will normally meet in person on a quarterly basis.
- 8.10A.13** PVC and Deans will introduce the nominations from their Faculty, however will abstain from voting on these nominations.
- 8.10A.14** In the case of research centres outside of Faculty, the Deputy Vice-Chancellor (Research) or nominee will attend the meeting and introduce the nomination, however will abstain from voting on the nomination.
- 8.10A.15** Any Committee member must declare a conflict of interest involving themselves and the nominee and absent themselves from the discussion of that nomination.
- 8.10A.16** In the case of nominations not approved, the Committee's reasons will be provided in writing to the Head of School/Centre Director. It will be the Head of School's/Centre Director's responsibility to inform the nominee of the Committee's decision.

8.10A.17 The Committee may, if appropriate, recommend to the Head of School/Centre Director an alternative level of appointment. The Head of School/Centre Director should discuss the Committee's decision with the nominee and advise Human Resource Services if they accept the Committee's recommendation or withdraw the nomination.

Visiting Scholar

8.10A.18 The nomination must be typed and submitted on the relevant Human Resource Services form and if international visitor, relevant Government department's forms completed and forwarded to Human Resource Services for processing.

8.10A.19 Payment of the Government's set nomination fee will be covered by the nominating School/Centre.

8.10A.20 On the Government department's approval of the nomination, Human Resource Services will advise the School/Centre and nominee so that the nominee can submit their visa application.

8.10A.21 Schools/Centres are advised that the nomination and visa application process will take approximately four months once received by the relevant Government department.

Appointment Administration

8.10A.22 Following formal approval of all honorary appointments, Human Resource Services will ensure that:

- titleholders receive a formal letter of appointment, including the terms and conditions of the appointment;
- a copy of the letter and terms and conditions of appointment will be provided to:
 - the Pro Vice-Chancellor and Dean/Deputy Vice-Chancellor (Research);
 - Head of School/Centre Director;
 - relevant School/Centre administrative officer;
 - if listed, the UNE staff member who nominated the appointment;
 - Research Services; and
 - for New England Area Health appointments, the relevant administrative contact.

8.10A.23 The appointment is confirmed on receipt of the signed terms and conditions from the titleholder and Human Resource Services will ensure that:

- the titleholder's details are entered on the Human Resource Management System;
- the School/Centre is advised;
- appropriate records are kept.

8.10A.24 Human Resource Services will provide an annual report to the Heads of Schools/Centre Directors on or about 1 November, listing all current Honorary Appointments within the School/Centre.

8.10A.25 Head of Schools/Centre Directors are encouraged to manage the outcomes of their Honorary titleholders on a yearly basis and are

advised that the *Outcomes for Honorary Appointments* form will provide evidence of the value of the appointment when a nomination for reappointment is submitted.

8.10A.26 The relevant School/Centre administration will provide the titleholder with the following:

- forms for connection to computer and internet access;
- library application form;
- access to office facilities;
- information and advice on procedures relating to reimbursement for expenses incurred as approved by the Head of School/Centre Director; and
- any general information and assistance.

Further Information

Human Resource Services, ext 3417 and 3612.