

8.10A Honorary Appointments Procedures

Document Type:	Procedures
Administering Entity:	Human Resource Services
Records Management System Number:	D08/36497
Date Approved by Vice-Chancellor:	23 April 2008
Indicative time for Review:	3 years from approval date
Responsibility for Review:	Adjunct Appointments Committee
Related Documents:	Honorary Appointments Policy

Overview

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

Adjunct Associate Lecturer to Senior Lecturer and Specialist Designations

- 8.10A.1** The nomination must be submitted on the relevant HRS form and include:
- a current, detailed curriculum vitae;
 - a brief paragraph on the specific purpose of appointment, such as postgraduate supervision, undergraduate teaching, research collaboration;
 - if a reappointment, date current appointment ceases, outcomes from previous appointment and the Head of School's objective assessment.
- 8.10A.2** The Head of School will sign and forward the completed form to the relevant Pro Vice-Chancellor and Dean for approval. The approved nomination form and accompanying documentation will then be forwarded to Human Resource Services.

Adjunct Associate Professor and Professor

- 8.10A.3** The nomination must be submitted on the relevant HRS form and include:
- a current, detailed curriculum vitae;
 - a brief paragraph on the specific purpose of appointment, such as postgraduate supervision, undergraduate teaching, research collaboration;
 - if a reappointment, date current appointment ceases, outcomes from previous appointment and the Head of School's objective assessment.
- 8.10A.4** The Head of School will sign and forward the completed nomination form, including the above supporting documentation, to the relevant Pro Vice-Chancellor and Dean for endorsement.
- 8.10A.5** The signed nomination form, and accompanying documentation, will then be forwarded to Human Resource Services.
- 8.10A.6** Nominations will be considered by the Adjunct Appointments Committee, which will meet in person on a quarterly basis, normally in March, June, September and December.
- 8.10A.7** Nominations must be received in Human Resource services three weeks prior to the scheduled meeting date.
- 8.10A.8** The Committee's recommendation will be forwarded to the Deputy Vice-Chancellor for approval.

- 8.10A.9** In the case of nominations not approved, the Committee's reasons will be provided in writing to the Head of School. It will be the Head of School's responsibility to inform the nominee of the Committee's decision.

Honorary Associate and Visiting Scholar

- 8.10A.10** The Head of School will sign and forward the completed nomination form with:

- a current, detailed curriculum vitae;
- a brief paragraph on the specific purpose of appointment, such as postgraduate supervision, undergraduate teaching, research collaboration;
- if a reappointment, date current appointment ceases, outcomes from previous appointment and the Head of School's objective assessment, and
- details of the funding body (for Visiting Scholar)

to the relevant Pro Vice-Chancellor and Dean for approval. All documentation should then be forwarded to Human Resource Services for processing.

Appointment Procedure

- 8.10A.11** 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; Head of School and relevant School administrative officer.

- 8.10A.12** 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 is advised;
- appropriate records are kept.

- 8.10A.13** 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.

- 8.10A.14** The relevant School administration will provide the titleholder with the following:

- forms for connection to computer and internet access;
- library application form;
- access to office facilities; and
- any general information and assistance.

Further Information

Human Resource Services, ext 3417 and 3612.