Honorary Adjunct and Visiting Appointments Procedure

Policy Code: HR1476

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Purpose

To outline the procedure for the appointment of honorary, adjunct and visiting appointees and ensuring, where applicable, these appointments are in accordance with the University Statute 3.6 - The Professoriate and Visiting and Adjunct Staff.

Scope

This procedure applies to:

• Heads of Schools and Directors of academic units recommending and, where relevant, Deans or Executive Directors endorsing recommendations for honorary, adjunct and visiting appointments for individuals who can make a significant contribution to the University’s teaching and research;
• Delegated officers including Council who are responsible for approving the appointments; and
• Human Resources who are responsible for preparing letters of invitation and maintaining a register of appointees.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Academic unit</td>
<td>An area within the University with teaching and/or academic staff.</td>
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### Term | Definition
---|---
**Adjunct appointee** | An expert in the relevant profession, working within industry or the community, who offers a valuable contribution to the University’s teaching, learning, research and/or advisory and/or other committees. Appointees are not eligible to be or become members of School Committees.

**Academic Levels:** | The qualifications, duties and responsibilities of academic staff members in accordance with the Minimum Standard for Academic Levels as per the University Collective Agreement.

**Delegated Officer:** | A staff member of the University who is responsible for approving the appointment of honorary, adjunct and visiting appointees:

- Council is responsible for approving the appointment of Honorary Professors by majority vote as per Statute 3.6 - The Professoriate and Visiting and Adjunct Staff.
- The Vice-Chancellor is responsible for the appointment of:
  - honorary, adjunct and visiting associate professors; and
  - adjunct and visiting professors.
- The relevant Deputy Vice-Chancellor or Pro Vice-Chancellor is authorised to approve appointments at Academic Levels A to C, Teacher and Senior Educator levels.

**Honorary appointee** | A highly regarded individual within their area of expertise/discipline with whom the University has established an ongoing association of mutual benefit to both parties.

**Honorary Professor appointee** | A retired professor of the University who after retirement is engaged in research relevant to some discipline of university studies; or

- a professor of another university engaged in research work relevant to some discipline of university studies.

**Letter of invitation** | A letter offering the appointee a Honorary, Adjunct or Visiting Appointment at the University which also outlines the title, conditions and term of appointment.

**Visiting appointee** | An Academic, Teacher, Senior Educator or Researcher who holds a position within another university or vocational institution and who can contribute to the University’s teaching, learning, research and/or advisory and/or other committees.

### Actions

The principles of merit selection and equal employment opportunity as per the University’s Recruitment and Merit Selection Policy are applicable when recommending, endorsing and appointing honorary, adjunct and visiting appointments.

### Recommendation for Appointment

The Vice-Chancellor, Deputy Vice-Chancellor or Dean/Executive Director must forward the endorsed recommendation for appointment to the relevant Delegated Officer for approval.
Where the proposed appointment would cover several academic disciplines, i.e. being either multidisciplinary or interdisciplinary in nature, endorsement for the recommendation for appointment must be gained by all Deans whose responsibilities cover those discipline areas.

The recommendation must consist of:

- a memo outlining the reason for the application and the contribution that the individual can make to teaching and/or research at the University as well as a brief assessment of the individual’s qualifications and experience (in accordance with the appointment type and categories of appointment in the Policy);
- a Curriculum Vitae (including the contact details of the individual);
- a proposed period of appointment (in accordance with Policy); and
- the proposed title.

Approval of Recommendation

The approval of the recommendation must be in accordance with the University’s Delegations - Contract, Financial, Staffing and Tender Policy and, where applicable, Statute 3.6 - The Professoriate and Visiting and Adjunct Staff.

- Council is responsible for approving the appointment of Honorary Professors by majority vote as per Statute 3.6 - The Professoriate and Visiting and Adjunct Staff.
- The Vice-Chancellor is responsible for approving the appointment of:
  - honorary, adjunct and visiting associate professors; and
  - adjunct and visiting professors.
- The relevant Deputy Vice-Chancellor is authorised to approve appointments at Academic A to C levels and teacher and senior educator levels.

Once the appointment is approved, the Delegated Officer must forward the recommendation (application) to Human Resources.

Appointment

All appointments are confirmed through a letter of invitation issued by Human Resources outlining the terms and conditions of appointment and accepted by the employee through the return of an employee acceptance.

Honorary, adjunct and visiting appointees are not remunerated for their service.

Honorary, adjunct and visiting academics may be appointed on a casual basis for a period of three months or less during a calendar year. The relevant Dean/Director must provide a written request for a casual appointment to the Director, Human Resources prior to any casual appointment commencing. The Director, Human Resources will make a recommendation to the relevant Deputy Vice-Chancellor for their approval of the casual appointment. Casual appointments cannot commence prior to approvals being received.

Appointments will cease if the appointee obtains a continuing or fixed-term appointment or a casual appointment of more than three months duration within a calendar year with the University.

Re-appointment

Appointments may be renewed for a further term subject to the continuing contribution of the appointee and based upon the approval of the recommendation by the appropriate Delegated Officer.
To recommend renewal of an appointment the relevant Dean/Executive Director and/or Deputy Vice-Chancellor must provide a memo to the relevant Delegated Officer outlining the way in which the person has contributed to teaching and/or research at the University for approval.

Register of honorary, adjunct and visiting appointments

Human Resources maintains a register of honorary, adjunct and visiting appointees.

Human Resources will advise schools/academic units of the cessation of appointments at least two weeks prior to the cessation date.

Responsibilities

Heads of Schools and Directors of academic units are responsible for recommending and, where relevant, Deans or Executive Directors are responsible for endorsing recommendations for appointments or re-appointments of honorary, adjunct and visiting appointees to the appropriate Deputy Vice-Chancellor.

The Deputy Vice-Chancellor is responsible for approving adjunct and visiting appointments and re-appointments at Academic A to C levels, teacher and senior educator levels.

The Vice-Chancellor is responsible for approving the following appointments and re-appointments:

- honorary, adjunct and visiting associate professors; and
- adjunct and visiting professors.

Council is responsible for approving honorary professor appointments and re-appointments.

The Director, Human Resources is responsible for ensuring appointments and re-appointments of honorary, adjunct and visiting appointees are in accordance with the Honorary, Adjunct and Visiting Appointment Policy and Procedure and Statute 3.6 - The Professorate and Visiting and Adjunct Staff.

The Vice-Chancellor or the Vice-Chancellor's nominee is responsible for the review and implementation of this policy and procedure.

Adjunct, Honorary or Visiting appointees who will be based at, or who will work from a Federation University Australia campus will be responsible for ensuring they complete the Corporate Induction, Local and OHS inductions as well as required online Equity, Preventing Workplace Bullying and White Ribbon training.

Policy Base

- [Honorary Adjunct and Visiting Appointments Policy](#).
- Statute 3.6 – The Professorate and Visiting and Adjunct Staff.
- [University Collective Agreement](#), Academic and General Staff Employees Schedule 4 and 5.

Associated Documents

- [Recruitment and Merit Selection Policy](#).
- [Recruitment and Merit Selection Procedure](#).
- [Equal Opportunity and Valuing Diversity Policy](#).
- [Delegations - Contract, Financial, Staffing and Tender Policy](#).

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

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Forms/Record Keeping

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Invitation</td>
<td>Human Resources</td>
<td>Director, Human Resources</td>
<td>7 years</td>
</tr>
<tr>
<td></td>
<td>File</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Implementation

The Honorary Adjunct and Visiting Appointments Procedure is to be implemented throughout the University community via:

1. an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website to alert the University-wide community of the approved Procedure, and

2. notification forwarded by the Director, Human Resources to the Deputy Vice-Chancellors and all Deans, Executive Directors, Directors of academic units and Heads of Schools.