

# Honorary Adjunct and Visiting Appointments Policy

*Policy Code: HR1475*

## Table of Contents

Purpose .....	1
Scope .....	1
Legislative Context .....	1
Definitions .....	1
Policy Statement .....	2
Categories and Qualification Requirements of Appointments .....	2
General Principles .....	3
Rights and Privileges of Appointees .....	4
Responsibilities of Appointees .....	4
Supporting Documents .....	4
Responsibility .....	5
Promulgation .....	5
Implementation .....	5

## Purpose

To recognise distinguished persons, who are not staff members of the University, and to establish a mutually beneficial formal relationship between the individual and the University contributing to teaching and research.

## Scope

This policy 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; and
- individuals who will be appointed or have been appointed as honorary, adjunct and visiting staff.

## Legislative Context

- [Recruitment and Merit Selection Policy](#).
- Statute 3.6 – The Professoriate and Visiting and Adjunct Staff.
- [University Collective Agreement](#) , Academic and General Staff Employees Schedule 4 and 5.

## Definitions

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Term	Definition
<b>Academic unit:</b>	An area within the University with teaching and/or academic staff.
<b>Adjunct appointee:</b>	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.
<b>Academic levels:</b>	The qualifications, duties and responsibilities of academic staff members in accordance with the Minimum Standard for Academic Levels as per the <a href="#">University Collective Agreement</a> .
<b>Delegated officer</b>	A staff member of the University who is responsible for approving the appointment of honorary, adjunct and visiting appointees: <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Vice-Chancellor is responsible for the appointment of:               <ul style="list-style-type: none"> <li>• honorary, adjunct and visiting associate professors; and</li> <li>• adjunct and visiting professors.</li> </ul> </li> <li>• 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.</li> </ul>
<b>Honorary appointee:</b>	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.
<b>Honorary Professor appointee:</b>	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.
<b>Visiting appointee:</b>	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 committees.

## Policy Statement

### Categories and Qualification Requirements of Appointments

Federation University Australia offer the following honorary, adjunct and visiting appointments:

Appointment Type	Categories	Description	Qualification Requirements
<b>Honorary appointments</b>	Professor	Professor with recognition as an eminent authority in their discipline.	Doctorate.
	Teaching/Research Fellow	Academic, teacher or researcher.	Academic Level A – Higher Degree.  Academic Level B – Masters Degree.

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Appointment Type	Categories	Description	Qualification Requirements
			TAFE Teacher.
	Senior Teaching/ Research Fellow	Academic, senior educator or researcher.	Academic Level C – Doctorate. Senior Educator.
<b>Adjunct appointments</b>	Professor	A person who is recognised as an eminent authority in their profession.	Doctorate.
	Associate Professor	A person who is recognised at a national or international level in their profession.	Doctorate.
	Teaching/Research Fellow	Academic, teacher or researcher who offers a valuable contribution to the University.	Academic Level A – Higher Degree. Academic Level B – Masters Degree. TAFE Teacher.
	Senior Teaching/ Research Fellow	Academic, senior educator or researcher.	Academic Level C – Doctorate. Senior Educator.
<b>Visiting appointments</b>	Professor	Professor with recognition as an eminent authority in their discipline.	Doctorate.
	Teaching/Research Fellow	Academic, teacher or researcher who is capable of making a significant contribution to the University.	Academic Level A – Higher Degree. Academic Level B – Masters Degree. TAFE Teacher.
	Senior Teaching/ Research Fellow	Academic, senior educator or researcher.	Academic Level C – Doctorate. Senior Educator.

## General Principles

The University values the contribution of honorary, adjunct and visiting appointees to the teaching, research and academic culture of the University.

Honorary and adjunct appointments would normally be for an initial three year period.

Visiting appointments would normally be for an initial period of less than 12 months.

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.

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

Appointments will cease if the appointee obtains a continuing or fixed-term appointment with the University. Honorary, adjunct and visiting academics may be appointed on a casual basis for limited period of no more than three months during a calendar year.

An appointee may terminate their appointment in writing to the Vice-Chancellor at any time.

The Vice-Chancellor may terminate an appointment in writing at any time.

## Rights and Privileges of Appointees

An appointee will be accorded the normal rights and privileges of a University staff member; specifically use of library, office, computer, communication facilities.

In addition, an appointee:

- may have their name added to the list of academic, teaching or research staff in the official listing of University staff upon the recommendation of the relevant Dean or Director of academic unit and approval of the relevant delegated officer;
- may represent the University in professional forums, conferences and seminars;
- may request to nominate the University as the host institution for the purpose of research applications, with the University administering any grants and associated staff appointments, provided any publications resulting from the research appropriately name and recognise the University. Approval for any application must be gained from the relevant Dean or Director of academic unit and the Deputy Vice-Chancellor (Research and Innovation) prior to submission of any application; and
- is eligible to co-supervise higher degree or diploma students providing they meet the eligibility requirements of the University [HDR Supervision Policy](#).

On Ceremonial Occasions:

- Adjunct Professors and Associate Professors rank with Professors and Associate Professors;
- Adjunct senior lecturers, teachers, senior educators and senior researchers rank with senior lecturers, teachers, senior educators; and
- Adjunct lecturers, teachers and researchers and Visiting Fellows and Research Fellows rank with lecturers and teachers.

## Responsibilities of Appointees

An appointee must comply with the University's policies, procedures and legislation as a condition of their appointment.

An appointee must not be or become a member of any School Committee, the Academic Board or the University Council or its standing committees or vote in any University elections.

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.

## Supporting Documents

- [Honorary Adjunct and Visiting Appointments Procedure](#).

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- [Delegations - Contract, Financial, Staffing and Tender Policy](#).

## Forms.

- [Adjunct Honory Appointment Nomination Form](#) (DOCX 110.2kb)

## Responsibility

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 or re-appointments:

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

Council is responsible for approving honorary professor appointments or 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 Appointments Policy and Procedure and Statute 3.6 – The Professoriate and Visiting and Adjunct Staff.

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

## Promulgation

The [Honorary Adjunct and Visiting Appointments Policy](#) is to be promulgated 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 Policy, and
2. notification forwarded by the Director, Human Resources to the Deputy Vice-Chancellor or Pro Vice-Chancellors and all Deans, Executive Directors, Directors of academic units and Heads of Schools.

## Implementation

The [Honorary Adjunct and Visiting Appointments Policy](#) 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 Policy, and
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