Honorary Adjunct and Visiting Appointments Procedure

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Table of Contents

Purpose 1
Scope 1
Definitions 2
Actions 3
- Categories and Qualification Requirements of Appointments 3
- General Principles 5
- Recommendation for Appointment 6
- Approval of Recommendation 6
- Appointment 6
- Rights and Privileges of Appointees 6
- Re-appointment 7
- Register and responsibilities on appointment 7
- Emeritus Awards 7

Review 8
Policy base 8
Forms/Record keeping 9
Implementation 9

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 the University's mission.

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 Division 3 - The Professoriate and Visiting and Adjunct Staff.

To outline the procedure for the awarding of Emeritus Professor status to a former Professor of the University who has shown distinguished service to the University.

Scope

This procedure applies to:

- Executive Dean of Institutes or heads of academic units recommending or endorsing recommendations for honorary, adjunct and visiting appointments for individuals who can make a significant contribution to the University's teaching and research and those individuals so appointed;
- Delegated officers including Council who are responsible for approving the appointments;
- People and Culture who are responsible for preparing letters of invitation and maintaining a register of appointees; and
- Emeritus Professors of the University awarded by the University Council.

Definitions

Term	Definition
Academic unit	An area within the University with teaching and/or academic staff.
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.
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 - The Professoriate and Visiting and Adjunct Staff.
	• The Vice-Chancellor is responsible for the appointment of:
	  • honorary, adjunct and visiting associate professors or equivalent research or industry roles;
	  • adjunct and visiting professors or equivalent research or industry roles: and
	  • Vice Chancellor's Fellows and Vice-Chancellor's Distinguished Fellows.
	• The relevant member of the Vice-Chancellor's Senior Team (VCST) is authorised to approve appointments at Academic Levels A to C, Teacher and Senior Educator levels; and equivalent research or industry roles.

Emeritus Professor	Emeritus status awarded by Council through an absolute majority vote of its members to a former Professor of the University who has: a. served as a Professor of the University with an outstanding contribution to the University during this period; b. and shown distinguished service to the University including through: scholarly excellence in a specific field of study; by bringing academic distinction to the University through the general development of a specific field of study nationally and/or internationally; by contribution to the overall development of the University.

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 or past 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.
Vice-Chancellor's Fellow and Vice-Chancellor's Distinguished Fellow	Vice-Chancellor's Fellows are honorary positions appointed by the Vice-Chancellor to provide a thought leadership role and act as an informal ambassador in a strategic area of focus for the University. A Vice-Chancellor's Distinguished Fellow is the designation applied to national or international leaders of recognised distinction in their field. The nomination of Vice-Chancellor's Fellows is designed to establish a mutually beneficial formal relationship between a highly regarded individual within their area of expertise/discipline and the University to contribute to the University's mission in their area of expertise. Vice-Chancellor's Fellows are appointed on an honorary basis, generally for a fixed period.
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 are applicable when recommending, endorsing and appointing honorary, adjunct and visiting appointments.

Categories and Qualification Requirements of Appointments

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

Appointment Type	Categories	Description	Qualification Requirements
Honorary appointments	Emeritus Professor	The title of Emeritus Professor at Federation University may be conferred on any professor who is retiring or has retired as a recognition of their distinguished	Doctorate

		service and continuing membership.	
	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. TAFE Teacher.
	Senior Teaching/ Research Fellow	Academic, senior educator or researcher.	Academic Level C – Doctorate. Senior Educator.
	Vice-Chancellor's Fellow or Distinguished Fellow	A person who is recognised as an industry-leading technical/ theoretical specialist. National or international distinction in a field is required for a Distinguished Fellow.	Senior leader or scholar of distinction.
Adjunct appointments	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.

	Senior Industry Research Specialist	A person who is recognised as an industry-leading technical/ theoretical specialist.	Higher Degree and/or Doctorate.
	Senior Industry Practitioner	A person who is recognised as a business leader in commerce, management, finance or law.	Higher Degree and/or Doctorate.
	Senior Research Specialist	A person who is recognised as a leader in their field	Higher Degree and/or Doctorate and/or significant experience
	Senior Practitioner	A person who is recognised as a leader in their field	Higher Degree and/or Doctorate and/or significant experience
Visiting appointments	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.

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.

Recommendation for Appointment

Recommendations must be approved by the Vice-Chancellor or responsible VCST member as the Delegated Officer with the sign-off from People & Culture that all human resource implications and obligations have been met. Where the appointment is cross-portfolio or inter-disciplinary those portfolios/disciplines must agree.

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 of Authority Guideline.

- Council is responsible for approving the appointment of Emeritus Professors.
- The Vice-Chancellor is responsible for the appointment of:
  - honorary, adjunct and visiting professors and associate professors or equivalent research or *industry* roles;
  - Vice Chancellor's Fellows and Vice-Chancellor's Distinguished Fellow.

Appointment

All appointments are confirmed through a letter of invitation issued by People and Culture or, in the case of some honorary appointments, by the Office of the Vice-Chancellor, 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. Casual appointments cannot commence prior to approvals being received and processed by People and Culture.

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.

Rights and Privileges of Appointees

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

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 supervise higher degree candidates providing they meet the eligibility requirements of the University HDR Supervision Procedure.

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.

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 Delegated Officer must be provided with a memorandum outlining the way in which the person has contributed to teaching and/or research at the University for approval.

Register and responsibilities on appointment

People and Culture maintains a register of honorary, adjunct and visiting appointees.

People and Culture will advise responsible units of the cessation of appointments at least two weeks prior to the cessation date. 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.

Emeritus Awards

The principles of merit selection and equal employment opportunity as per the University's Recruitment and Selection Procedure are applicable when recommending Emeritus Professor awards.

1. Recommendation for Emeritus Professor Award

Emeritus Professor status is awarded by Council only to persons who have been a member of the Professoriate of the University, whether appointed to the position of Professor by the University or, when appointed to the University, already held the rank of Professor.

Awarding of Emeritus Professor status would usually only occur after a person has left the service of the University.

The awarding of Emeritus Professor status is an honour and will usually only be awarded to highly distinguished candidates.

Emeritus Professor status does not entitle the Emeritus Professor to exercise any normal administrative functions associated with the rank of Professor nor does it entitle him/her to membership of the Academic Board or any other body or committee of the University.

On University ceremonial occasions, an Emeritus Professor will rank with Professors.

Emeritus Professors are not remunerated for their service.

Members of Council or members of the University Professoriate may nominate a person for the award of Emeritus Professor status. Nominations will be received by the Secretary to Council or Office of the Vice-Chancellor at any time.

The nomination must consist of:

- a summary statement addressing the criteria (see above under 'Definitions') for the awarding of Emeritus Professor status;
- a detailed Curriculum Vitae (including contact details) of the nominee.

2. Confirmation of award

All awards will be confirmed through a letter issued by the Office of the Vice-Chancellor, copied to People and Culture on behalf of the University Council and must be accepted by the Emeritus Professor in writing.

3. Revoking an award

An Emeritus Professor award may be rescinded by Council on the recommendation of the Governance and Strategy Committee where Council is of the opinion that the recipient has acted in such a manner as to bring the University's name into disrepute.

Review

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

Policy base

- Academic Governance Policy
- Global Partners and Community Engagement Policy
- People and Culture Policy
- Federation University Australia Statute
  - Division 3 – The Professoriate and Visiting and Adjunct Staff.
- University Collective Agreement, Academic and General Staff Employees Schedule 4 and 5
- Recruitment and Selection Procedure
- Delegations of Authority Guideline
- Equal Opportunity and Valuing Diversity Guidelines

Forms.

- Adjunct Honorary Appointment Form (DOCX 163.1kb)

Forms/Record keeping

Title	Location	Responsible Officer	Minimum Retention Period
Letter of Invitation	People and Culture File	Director, People and Culture	7 years

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, People and Culture to the Vice-Chancellor and VCST for distribution to their team.