Honorary Appointments Procedures

Section 1 - Overview

(1) These Procedures provide guidance on the application of the University of New England (UNE) Honorary Titles and Awards Rule, for Honorary, Adjunct and Visiting Appointments.

Section 2 - Procedures

Criteria

(2) The following criteria apply for Honorary, Adjunct and Visiting Appointments:

a. Adjunct Professor - an individual who has achieved eminence in the relevant discipline and has established an international reputation in the relevant discipline, commensurate to the Academic Classification Standard, level E.
b. Adjunct Associate Professor - an individual who has achieved eminence in the relevant discipline, commensurate to the Academic Classification Standard, level D.
c. Adjunct (Other) - an individual who has achieved recognition in an area of the teaching and research program of the discipline, commensurate to the relevant Academic Classification Standard levels, titled Associate Lecturer (Level A), Lecturer (Level B) or Senior Lecturer (Level C)
d. Clinical Associate Professor/Professor (Level D and E) - an individual who holds a relevant non-academic position which has a clear academic element. Appointees may be external medical-related professionals.
e. Honorary Associate - a recent UNE doctoral postgraduate who agrees to continue to contribute to research, scholarship or teaching for the benefit of the University.
f. Visiting (Academic) - an individual who is associated with another institution and who is carrying out functions at the University in research, scholarship, teaching or other activities with the endorsement of their institution.
g. Visiting (Non-Academic) - an individual who is associated with another institution and who is carrying out functions at the University in relation to an expertise they hold with the endorsement of their institution.
h. Visiting (Research Student) - a student or recent graduate of a foreign educational institution, invited to undertake research at an Australian tertiary or research institution related to their field of study. The research being undertaken will be conducted order to meet course requirements for the student or recent graduate's overseas qualification.

(3) Overseas appointees to the University who do not hold an Australian passport and are required to visit UNE for the purposes of their honorary appointment are personally responsible for obtaining and maintaining a valid entry permit (visa). See Honorary, Adjunct and Visiting Appointments website for details.

(4) People and Culture will check offers of employment against current honorary appointments.

(5) Upon approval from the delegate authority, People and Culture are responsible for notifying Adjunct, Clinical, Honorary Associates and Visiting Academic appointees of their appointment, in writing. The Director People and Culture, or nominee, signs all letters of confirmation.

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(6) Approvers may request additional information clarifying and supporting the case for appointment.

Appointment Process (Adjuncts and Honorary Associates)

(7) A recommendation for appointment must be submitted to the Head of School by completing a Nomination Form which will include:

a. Profile Information;
b. Proposed level and term of appointment;
c. Purpose and proposed outcomes of appointment;
d. How the appointment will advance the University's contribution to research, teaching community or professional service or the University's links with industry or government; and
e. The benefits that will flow through to the School from the appointment

(8) The proposed candidate's curriculum vitae will also be provided to the Head of School for initial appointments.

Adjunct Associate Lecturer, Adjunct Lecturer and Adjunct Senior Lecturer and Honorary Associates appointments

(9) In making a determination, the relevant Head of School will ensure:

a. there is no conflict of interest between the candidate's work outside the University or employment within the University and the candidate's proposed contribution to the activities of the School; and
b. the appointment being offered at the appropriate academic level relative to the academic classification standards.

Adjunct Associate Professor and Adjunct Professor Appointments

(10) All proposals for appointments at Level D and E must be recommended by the Head of School before being submitted for approval by the Deputy Vice-Chancellor or delegate.

(11) The relevant Head of School will ensure:

a. there is no conflict of interest between the candidate's work outside the University or employment within the University and the candidate's proposed contribution to the activities of the School; and
b. the appointment being offered at the appropriate academic level relative to the academic classification standards.

(12) The Head of School will endorse the application and forward to the Deputy Vice-Chancellor or delegate for approval.

(13) Where the appointment is not from an existing level held elsewhere, or formerly at UNE, the Deputy Vice-Chancellor or delegate may consult with the Executive Principal Education Futures and/or the Deputy Vice-Chancellor Research to make a determination, based on the candidate's degree of distinction and benefits which will accrue to UNE.

Appointment Process (Visiting)

(14) A recommendation for appointment must be submitted to the Head of School by completing a Visiting Nomination Form which will include:

a. proposed appointment term; and

b. purpose and proposed outcomes of appointment

(15) The proposed candidate's curriculum vitae will also be provided to the Head of School.

(16) In making a determination, the relevant Head of School will ensure there is no conflict of interest between the candidate's work outside the University or employment within the University and the candidate's proposed contribution to the activities of the School.

Renewal of Appointments

(17) People and Culture will advise the Head of School when an appointment is due to expire, on a quarterly basis.

(18) Renewal of an appointment is by application only and must be made prior to the expiration of the current term of appointment.

(19) Approval of a renewal will be based on an objective assessment of the appointee's contribution to the University in the context of the purpose of the appointment.

(20) Approval delegation authorities are as per initial appointments.

Unsuccessful applications

(21) Where an application is not endorsed/approved at the Head of School level, there will be no further action.

(22) The School will advise the candidate In Writing of the unsuccessful outcome.

(23) Where an application is not approved by the Deputy Vice-Chancellor or delegate, there will be no further action. The Deputy Vice-Chancellor or delegate will inform the School of the unsuccessful outcome and in turn communicate this to candidates who have been endorsed by the Head of School.

Appointment Acceptance

(24) All initial and renewed appointees must sign the letter of confirmation, accepting the conditions of appointment, and return it with other relevant paperwork to People and Culture.

Ceasing of Appointments

(25) Honorary appointments that are not renewed will automatically expire at the end of the term. If the appointee wishes to have the appointment renewed then it is the responsibility of the appointee to apply for renewal of the appointment. Applications for renewal should usually be made at least one month prior to the expiry date.

Appeals

(26) If the candidate is not successful in their application, there is no right of appeal.

Authority and Compliance

(27) The Procedure Administrator, Director People and Culture, pursuant to the University's Honorary Titles and Awards Rule, makes these procedures.

(28) University Representatives must observe these Procedures in relation to University matters.

(29) These Procedures operate as and from the Effective Date.

(30) Previous Procedures relating to Honorary, Adjunct and Visiting Appointments are replaced and have no further

operation from the Effective Date of this new Procedure.

Section 3 - Definitions

For the purposes of this document the following definitions apply:

(31) Head of School means Director of Centre, Head of Cost Centre, or equivalent.

(32) Deputy Vice-Chancellor means the Deputy Vice-Chancellor or delegate.

(33) Schools, means a School and other organisational unit such as Oorala, Teaching and Learning Support (TaLS) and UNE Research Centre.

Status and Details

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Unit Head	Anthea White Director People and Culture
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Glossary Terms and Definitions

"In Writing" - Means by letter, email or fax.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.