

## Adjunct, Honorary & Visiting Appointments Policy and Procedure

<b>Approving authority</b>	Executive Group
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Adjunct_Honorary_and_Visiting_Appointments_Policy_and_Procedure.pdf">http://policies.griffith.edu.au/pdf/Adjunct Honorary and Visiting Appointments Policy and Procedure.pdf</a>
<b>TRIM document</b>	2017/0000374
<b>Description</b>	This document outlines the types of appointment that may be granted to a person in recognition of their association with, or contribution to, the University and the purpose, criteria and general conditions related to the appointment.

### Related documents

[Conferring the Title Professor Emeritus Procedure](#)

[Intellectual Property Policy](#)

[Academic Titles Policy](#)

[Academic Titles Procedures](#)

### External Link:

[Immigration requirements for overseas visitors](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Application\]](#) [\[Process\]](#) [\[Delegated Authorities\]](#)

## 1. INTRODUCTION

The purpose of Adjunct, Honorary or Visiting appointments is to enable the University to maximise its use of the academic and professional talent in the broader community to enrich the student experience and to advance Griffith's Learning and Teaching, and Research goals. The University supports appointments as Adjunct, Honorary and Visiting in teaching and/or research capacity or other approved role.

Such appointments acknowledge the extensive contribution to teaching, research, academic programs, and professional leadership that persons who are not employed by the University as an academic make to its everyday operation. The University confers academic titles of recognition to recognise the existence of a collaborative relationship.

The titles are used in the following ways:

- Adjunct or Honorary or Visiting Professor
- Adjunct or Visiting Associate Professor
- Adjunct or Visiting Senior Lecturer
- Adjunct or Visiting Lecturer
- Adjunct or Visiting Associate Lecturer
- Visiting Scholar (for students)
- Adjunct or Visiting Fellow<sup>1</sup>
- Industry Fellow<sup>2</sup>

<sup>1</sup> 'Fellow' may be the title of choice when the primary role will be to perform or support specific research or teaching activities. For research related appointments these will be made at the appropriate level of Principal Research Fellow, Senior Research Fellow or Research Fellow.

<sup>2</sup> May be used for Adjunct appointees without a traditional academic background and for whom a mainstream academic title is not appropriate.

The list above is the definitive set of titles to be used for Griffith University, with the following exceptions. This policy does not apply to the following categories of staff:

- Health and Medical Professionals, as their positions are conferred by the relevant Group Pro Vice Chancellor up to Senior Lecturer level and Senior Promotions Committee at Associate Professor and Professor levels following advice from Academic Titles Committee. Processes are as outlined in the Academic Titles Policy and Guidelines: Award of Academic Status to Externally Funded Health and Medical Professionals
- Professor Emeritus, which is covered by a separate policy.

Adjunct appointments may be held in conjunction with an academic appointment such as the Health and Medical Professionals.

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## 2. SCOPE

This policy covers Adjunct, Honorary and Visiting academic appointments to the University.

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## 3. APPLICATION

Appointment to an Adjunct, Honorary or Visiting role will depend on the strategic value to the University and the contribution currently being made or likely to be made by the nominee to teaching and/or research.

The appointment is also based on the nominee's undertaking of duties in accordance with the University's policies, procedures and practices.

### 3.1 Adjunct Appointment

#### 3.1.1 Purpose

The appointment optimises significant links with representatives of industry, the professions and the wider community, other research establishments, or other Universities, or retired staff of this or other universities, whose expertise and contribution will benefit the teaching and/or research, or other approved activities of the University.

#### 3.1.2 Role

The title may be used in conjunction with appointment at the levels of Professor, Associate Professor, Senior Lecturer, Lecturer or Associate Lecturer; and Principal Research Fellow, Senior Research Fellow and Research Fellow. Adjunct appointments may instead receive the title; Industry Fellow.

#### 3.1.3 Conditions

- The nominee is not normally a current academic staff member of this University, but there may be an exemption for fractional appointments below the ERA threshold. The nominee can simultaneously hold a position in another government institution, a research agency, the private sector, not for profit sectors, or another University, or may be retired having held such a position or having been an academic staff member of this university.
- Adjunct appointments are normally made for a period of not less than two and up to three years at a time.
- In special circumstances, such as in contractual appointments with a cooperative research centre, appointments may be made for a longer period of time.
- The appointee contributes to the academic activities of the University without remuneration in the form of salary, although they may receive remuneration from the University for other duties while holding these positions; for example undertaking academic casual work, such as tutoring or receiving remuneration

through funds generated by research or other consulting activities.

- The appointee contributes to the work of the Element in ways agreed with the relevant Group Pro Vice Chancellor, and is responsible to the Head/Director of the Element or such officer determined by the Vice Chancellor.
- The appointee may make use of facilities and resources of the Element by arrangement with the Head/Director, and may make use of library facilities for purposes associated with the performance of their duties, by arrangement with the Pro Vice Chancellor (Information Services).
- The appointee is not eligible for membership of Academic Committee, and the Head/Director will determine the eligibility for membership of a School Committee or similar.
- The appointee may be eligible, subject to normal approval processes, to serve as an associate supervisor of postgraduate students.
- The Vice Chancellor may terminate the appointment if the Vice Chancellor considers continuation is not in the best interests of the University.

### **3.2 Honorary Professor**

#### **3.2.1 Purpose**

The appointment acknowledges academics of great distinction, international reputation, and an exceptional, ongoing and sustained track record of excellence in research and scholarship, whose expertise and contribution will be of significant benefit to the University.

#### **3.2.2 Conditions**

- The nominee is not currently an academic staff member of this University, but can simultaneously hold a position in another University or research agency, or may be retired having held such a position;
- Other conditions of the appointment are the same as for an Adjunct Professor.

### **3.3 Visiting Appointment**

#### **3.3.1 Purpose**

The appointment recognises a scholar who makes a substantial commitment to the teaching and/or research in this University. The appointee is normally currently an academic staff member of another university or research institution.

#### **3.3.2 Role**

The title may be used in conjunction with appointment at the levels of Professor, Associate Professor, Senior Lecturer, Lecturer or Associate Lecturer, and Principal Research Fellow, Senior Research Fellow and Research Fellow. Where the title 'Visiting Professor' is not appropriate, the preferred title is 'Visiting Fellow' or 'Visiting Scholar'.

#### **3.3.3 Conditions**

- Appointments are made for the period of the visit to Griffith University, which should normally be not less than 4 weeks and would normally not exceed one year.
- The appointment may be full-time or part-time.
- Payment by Griffith University of a stipend or other financial contribution does not render the visitor ineligible for appointment.
- The appointee contributes to the work of the Element in ways agreed with the relevant Group Pro Vice Chancellor, and is responsible to the Head/Director of the Element or such officer determined by the Vice Chancellor.

- The appointee may make use of facilities and resources of the Element by arrangement with the Head/Director, and may make use of library facilities for purposes associated with the performance of their duties, by arrangement with the Pro Vice Chancellor (Information Services).
- The appointee is not eligible for membership of Academic, School/Department or Group Committee or similar.
- The appointee may be eligible, subject to normal approval processes, to serve as an associate supervisor of postgraduate students.
- The Vice Chancellor may terminate the appointment if the Vice Chancellor considers continuation is not in the best interests of the University.

## 4. PROCESS

Nomination and approval for these appointments is made by the appropriate form, accompanied by written support in the form of the following specific information:

- A full curriculum vitae;
- Information on how the appointment will advance the University's strategic priorities and/or maximise its use of community resources;
- A statement of duties and responsibilities of the proposed position.

The nomination process depends on the level and type of appointment.

### 4.1 Adjunct and Honorary appointments at the level of Professor

Head/Director of Element	Initiates the nomination and recommends the appointment to the relevant Group Pro Vice Chancellor, with documentation to
	<ul style="list-style-type: none"> <li>- indicate the type of appointment</li> <li>- specify the period of appointment</li> <li>- include justification for the appointment</li> <li>- detail financial expenditure, where appropriate e.g. allowances, contractual amounts</li> <li>- list facilities/resources required</li> </ul>
Relevant Group Pro Vice Chancellor	Recommends to the Vice Chancellor via the Senior Deputy Vice Chancellor and Deputy Vice Chancellor (Academic)
Vice Chancellor	Authorises the appointment
Director HR	Provides offer of appointment to nominee

### 4.2 Adjunct appointments up to the level of Associate Professor (including Industry Fellow)

Head/Director of Element	Initiates the nomination and recommends the appointment to the relevant Group Pro Vice Chancellor, with documentation to
	<ul style="list-style-type: none"> <li>- indicate the type of appointment</li> <li>- specify the period of appointment</li> <li>- include justification for the appointment</li> <li>- detail financial expenditure, where appropriate e.g. allowances, contractual amounts</li> <li>- list facilities/resources required</li> </ul>
Relevant Group Pro Vice Chancellor	Approves and authorises the appointment
Director HR	Provides offer of appointment to nominee

At the end of the period specified, an appointment will automatically lapse. A further appointment may be made subject to the individual's continuing contribution to the Element.

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## **5. DELEGATED AUTHORITIES**

Adjunct<sup>3</sup>, Honorary and Visiting appointments are approved in accordance with the policy Staffing Delegations: Academic Groups. Adjunct and Honorary Professor recommendations also require approval of the Senior Deputy Vice Chancellor and the Deputy Vice Chancellor (Academic).

Human Resources provides offer of appointment to nominees.

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<sup>3</sup> Including Industry Fellow