

Honorary Appointments Rule

Section 1 - Overview

(1) Through Honorary appointments, the University acknowledges the contribution to teaching, research, and or other University approved activities by individuals who do not hold a position at the University.

(2) This Rule outlines the types of appointment that may be granted to an individual in recognition of their association with, or contribution to, the University, and the conditions related to the appointment.

Section 2 - Scope

(3) This Rule applies to individuals not employed by the University, who may be considered for adjunct, clinical, honorary associate or visiting appointments.

Section 3 - Rule

General

(4) The University confers academic titles in recognition of a formal association with the University considered advantageous to both the University and the appointee that reflects an individual's academic or equivalent professional standing.

(5) Titles for Honorary appointments include:

- a. Adjunct titles:
 - i. Adjunct (Levels A to E)
 - ii. Adjunct (Levels A to C) Research Fellow
- b. Clinical titles:
 - i. Clinical (Levels D and E)
- c. Honorary Associate
- d. Visiting titles:
 - i. Visiting — Academic
 - ii. Visiting — Non-Academic
 - iii. Visiting — Occupational Trainee

(6) The University will confer a title on honorary appointees that reflects an individual's academic or equivalent professional standing.

(7) Appointment to an honorary role will be based on the strategic value to the University and the contribution currently being made, or likely to be made, by the appointee to teaching scholarship, research and/or other approved activities of the University.

(8) Honorary appointments are not available to staff or students of the University, except for Honorary Associates.

(9) Proposals for honorary appointments may be made either for immediate appointment, or from a specified date no later than twelve (12) months following the application.

Conditions

(10) The appointment does not constitute an employer/employee or independent contractor relationship between the individual and University.

(11) Honorary appointments are unpaid positions with no remuneration.

(12) Where appointees are previous staff members or employed at another institution, the honorary title will be consistent with the level of the previous or current employment.

(13) Honorary appointments must not proceed unless there is a written statement of support by the relevant Head of School.

(14) While appointment confers no obligation on the University to provide resources, appointees may be granted access to University facilities as deemed appropriate by the relevant Head of School.

(15) Honorary appointees must abide by the University's Policies and Procedures.

(16) Appointees who by virtue of their association with the University are successful in gaining research funding shall be required to direct such funds through the University.

(17) Research and consulting activities carried out under the auspices of the University will generally be governed by the same rules as apply to continuing Academic staff. The ownership of intellectual property will be negotiated on a case-by-case basis, with consideration given to the University's Intellectual Property Rule.

(18) Honorary titles shall not be used outside of University-related business and must be used in any publications or reports arising from the purpose of appointment.

(19) Honorary appointees are covered by the University's General and Products Liability and Personal Accident insurance policies.

(20) Where there has been a break in the appointment for more than three (3) months, renewal will be subject to the process for a new application.

(21) Honorary appointments may be terminated by either party at any time by the giving of two (2) weeks' written notice.

(22) Where an honorary appointee accepts employment at the University, the honorary appointment will automatically cease.

(23) Honorary titles will be restricted to one per person.

Approvals

(24) Where appropriate, honorary appointments may be renewed at the discretion of the Head of School. The table below outlines the approvals required for all honorary appointments at the University:

University Titles	Academic Level	Appointment Approver	Term of Appointment
Adjunct	Levels A to C	Head of School	Up to five years

Adjunct	Levels D & E	Provost and Deputy Vice-Chancellor	Up to five years
Clinical	Levels D & E	Provost and Deputy Vice-Chancellor	Up to two years
Honorary Associate		Head of School	Up to twelve months
Visiting (Academic)		Head of School	Up to twelve months
Visiting (Non-Academic)		Head of School	Up to twelve months
Visiting (Occupational Trainee)		Head of School	Up to twelve months

Authority and Compliance

(25) This Rule is made by the Vice-Chancellor pursuant to Section 29 of the University of New England Act.

(26) University Representatives are legally bound to observe it in relation to University matters.

(27) The Rule administrator is authorised to make procedures and guidelines for the operation of this Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(28) This Rule operates as and from the Effective Date.

(29) Previous Honorary Appointment Rules/Policies and related documents are replaced and have no further operation from the Effective Date of this new Rule. Appointments made prior to the Effective Date remain in effect as if the appointments were made under this Rule. The provisions of this Rule, including the provisions relating to term of appointment and renewal, apply to those previous appointments.

(30) Notwithstanding the other provisions of this Rule, the Vice-Chancellor may approve an exception to this Rule where the Vice-Chancellor determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor under this clause must be documented in writing and must state the reason for the exception.

Section 4 - Definitions

(31) Effective Date is the date on which this Rule will take effect.

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

(33) Provost and Deputy Vice-Chancellor (DVC) means the DVC or nominee.

(34) School means a School and other organisational units such as Oorala, Teaching and Learning Support and UNE research centres.

(35) UNE Representatives means - a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

(36) UNE Act means the University of New England Act 1993 No 68 (NSW).

Status and Details

Status	Historic
Effective Date	2nd October 2015
Review Date	1st October 2018
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	1st October 2015
Expiry Date	1st June 2016
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