

# Honorary Appointments Procedures

## Section 1 - Overview

(1) These Procedures provide guidance on the application of the University of New England (UNE) Honorary Appointments Rule.

## Section 2 - Procedures

### Criteria

(2) The following criteria apply for Honorary Appointments:

- a. Adjunct Levels A-C/Research Fellow - 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 A-C, titled Associate Lecturer, Lecturer, Senior Lecturer or Junior Research Fellow (Level A), Research Fellow (Level B), Senior Research Fellow (Level C).
- b. Adjunct Level D, Associate Professor - an individual who has achieved eminence in the relevant discipline.
- c. Adjunct Level E, Professor - an individual who has achieved eminence in the relevant discipline and has established an international reputation in the relevant discipline.
- d. Clinical Level D-E, Associate Professor/Professor - 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 (Occupational Trainee) - an individual who is a current student in an overseas institution or recently graduated student, formally invited to obtain structured workplace training to enhance a person's skills and promote capacity building overseas.

(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) Human Resource Services (HRS) will check offers of employment against current honorary appointments.

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

### Appointment Process (Adjunct Levels A to C and Honorary Associates)

(6) A recommendation for appointment must be submitted to the Head of School (HoS) 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

(7) The proposed candidate's curriculum vitae will also be provided to the HoS for initial appointments.

(8) In making a determination, the relevant HoS 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.

(9) Upon approval from the delegated authority, Director Human Resource Services (DHRS) will sign the confirmation letter and informs the honorary appointee in writing.

### **Appointment Process (Adjunct & Clinical Levels D and E)**

(10) All proposals for appointments at Level D and E must be recommended by the HoS before being submitted for approval by the Provost and Deputy Vice-Chancellor (DVC) or nominee.

(11) A recommendation for appointment must be submitted to the HoS by completing an Adjunct and Clinical 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

(12) The proposed candidate's curriculum vitae will also be provided to the HoS for initial appointments.

(13) The relevant HoS 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.

(14) The HoS will endorse the application and forward to the Provost and Deputy Vice-Chancellor for approval.

(15) Where the appointment is not from an existing level held elsewhere, or formerly at UNE, the Provost and Deputy Vice-Chancellor or nominee will consult with the Pro Vice-Chancellor Academic (PVCA) and the Pro Vice-Chancellor Research (PVCRA) to make a determination, based on the candidate's degree of distinction and benefits which will accrue to UNE

(16) Upon approval from the delegated authority, the Provost and Deputy Vice-Chancellor or nominee will sign the

confirmation letter and HRS informs the honorary appointee in writing.

## **Appointment Process (Visiting)**

(17) A recommendation for appointment must be submitted to the HoS by completing a Visiting Nomination Form which will include:

- a. Proposed appointment term; and
- b. Purpose and proposed outcomes of appointment

(18) The proposed candidate's curriculum vitae will also be provided to the HoS.

(19) In making a determination, the relevant HoS 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

(20) Upon approval from the delegated authority, DHRS will sign the confirmation letter and informs the honorary appointee in writing.

## **Renewal of Appointments**

(21) HRS will advise the HoS when an appointment is due to expire, on a quarterly basis.

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

(23) 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.

(24) Approval delegation authorities are as per initial appointments

(25) HRS will provide a renewal confirmation letter to the appointee notifying them of any changes to the terms and conditions of the appointment.

## **Unsuccessful applications**

(26) Where an application is not endorsed/approved at the HoS level, there will be no further action.

(27) The School will advise the candidate in writing of the unsuccessful outcome.

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

## **Appointment Acceptance**

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

## **Ceasing of Appointments**

(30) 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.

(31) Appeals

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

### **Authority and Compliance**

(33) The Procedure Administrator, pursuant to the University's Honorary Appointment Rule, makes these procedures.

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

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

(36) Previous Procedures relating to Honorary Appointments are replaced and have no further operation from the Effective Date of this new Procedure.

## **Section 3 - Definitions**

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

(38) University Representative 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

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	2nd October 2015
<b>Review Date</b>	1st October 2018
<b>Approval Authority</b>	Director People & Culture
<b>Approval Date</b>	1st October 2015
<b>Expiry Date</b>	1st June 2016
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