

# Appointments: Visiting, Adjunct and Honorary Procedure



## 1 Purpose

**PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.**

To outline the processes involved in making visiting, adjunct and honorary appointments.

## 2 Scope

This Procedure applies to any individual who may be considered for a visiting, adjunct or honorary appointment at any level for either academic or professional Employee classifications.

## 3 Procedure Overview

This Procedure details the process for appointment to visiting, adjunct or honorary appointments at the University.

## 4 Procedures

### 4.1 Categories of appointment

#### 4.1.1 Visiting

Appointments are available for an academic visitor from another institution with whom it is desirable that the University has a formal association, and who will make a contribution to the teaching, scholarship, research and/or service of the University. The appointee should normally be visiting the University for a period of at least one month and no more than 12 months.

#### 4.1.2 Adjunct

Appointments are made to recognise persons who will normally simultaneously hold an appropriate position in another institution, government or profession, and who will make contributions to the teaching, scholarship, research and/or service of the University.

#### 4.1.3 Honorary

Appointments are made to recognise retired members of University of Southern Queensland Employees, or retired or current Employees of other universities, who wish to continue or further

develop a significant teaching, research, scholarship and/or service relationship with the University, or to individuals of such standing in the community so as to enhance the reputation of the University.

## **4.2 Titles of appointment**

Honorary and adjunct academic appointments are normally made to the designations of Professor, Associate Professor, Senior Lecturer, Lecturer or Associate Lecturer, or other suitable Title relative to the role. The level of Title to be conferred will be determined on the basis of academic, business or professional standing, and in accordance with recognised academic qualifications and/or experience of the individual.

Visiting appointments are normally made with the designated Title of Visiting Scholar or similar, unless advised otherwise by the Delegate.

Professional Employee appointments will reflect an appropriate Title relevant to the individual.

## **4.3 Appointment process**

### **4.3.1 Recommendation**

A recommendation to make an appointment (or reappointment) will:

- identify the Title, level and duration of the proposed appointment;
- specify the proposed role of the appointee and demonstrate a supporting case for the appointment; and
- be accompanied by a curriculum vitae of the intended appointee.

### **4.3.2 Term**

The term of appointment will be as follows:

- Honorary appointments will be made for up to three years, and may be renewed for further periods of up to three years.
- Adjunct appointments will be made for up to three years, and may be renewed for further periods of up to three years.
- Visiting appointments will normally be made for a period of at least one month and no more than 12 months.

### 4.3.3 Approval

Approval to renew an appointment will be based on the appointee's continuing contribution to the University.

The Category 3 Delegate will approve all honorary, adjunct and visiting appointments.

The Chief People Officer will make an offer of a visiting, adjunct and honorary appointment in writing.

## 4.4 Conditions and entitlements of visiting, adjunct and honorary appointees

Honorary, adjunct and visiting appointees will have access to, and use of, University facilities and resources as determined by the appropriate department.

The names of honorary and adjunct appointees will be included in staff listings in official publications of the University.

Visiting, adjunct and honorary appointees will be covered by the University's Intellectual Property Policy.

Appointees from overseas will require a relevant visa for the duration of their appointment, obtainable from the nearest Australian Consulate. In order to qualify for a Temporary Activity (Researcher) visa, overseas appointees must:

- be invited to observe or participate in an Australian research project;
- be employed or have been employed as an academic at a tertiary or research institution and hold, or have held, a senior academic Title;
- have the qualifications and experience required for the position;
- have a significant record of achievement in their field; and
- not be paid for their participation, other than a contribution towards living and travel expenses.

Overseas appointees who are Students, or recent Graduates of a foreign educational institution, and are invited to the University to undertake research related to their field of study, may be appointed as a Visiting Research Student. Current Students must be undertaking the research in order to meet Course requirements for their overseas qualification.

## 5 Delegated Responsibilities

Approver	Level of Delegation
Category 3 Delegate or above	Approve appointments
Category 4 Delegate or above	Recommend appointments
Chief People Officer	Make offers of appointment

## 6 References

Nil.

## 7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 8 Procedure Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Recruitment, Selection and Appointment Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	17/4/2019
<b>Effective Date</b>	17/4/2019
<b>Review Date</b>	3/4/2024
<b>Relevant Legislation</b>	<a href="#">Enterprise Agreement</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Intellectual Property Policy</a>
<b>Related Procedures</b>	<a href="#">Appointments: Modes of Employment Procedure</a> <a href="#">Commercialisation of Intellectual Property Procedure</a> <a href="#">Immigration Sponsorship Procedure</a>

	<a href="#">Intellectual Property Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">People Portfolio Website</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Course</a></p> <p>A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.</p> <p><a href="#">Delegate (noun)</a></p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Graduate</a></p> <p>A Student upon whom Council has conferred an Award.</p> <p><a href="#">Policy</a></p> <p>A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study</p>

	units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.
	<a href="#">Title</a>
	A term used to specify a particular academic rank or recognise a particular contribution to the University or the community.
	<a href="#">University</a>
	The term 'University' or 'UniSQ' means the University of Southern Queensland.
	<a href="#">Enterprise Agreement</a>
	University of Southern Queensland Enterprise Agreement 2023-2026.
	<b>Definitions that relate to this procedure only</b>
<b>Keywords</b>	Visiting, adjunct, honorary, appointment, overseas, scholar, academic
<b>Record No</b>	13/250PL