

## 3.15 HONORARY APPOINTMENTS POLICY

### 1. BACKGROUND AND CONTEXT

The University, through its current vision and strategic plan, has identified the need to be renowned as a leader in collaborative research and education. UTS will be a preferred partner of industry, business, government and the professions. Honorary appointments promote the University's leadership by facilitating these partnerships.

### 2. PURPOSE AND SCOPE

This policy sets out the conditions for honorary appointments, entitlements and obligations for honorary appointees and the process by which an appointment will be authorised.

The policy incorporates the principles of equal employment opportunity to ensure that Honorary Appointments are made on the basis of merit and without regards to irrelevant factors.

An honorary appointment may be made to faculties, institutes as defined in the next section and other organisational units approved by the Senior Deputy-Vice Chancellor.

### 3. DEFINITIONS

Appointments to honorary positions can be divided into two groups:

- (a) Appointments of a longer term nature as an Adjunct Professor or Associate where the appointee has an attachment to a faculty or institute which would be considered ongoing
- (b) Appointments of a shorter term nature as a Visiting Professor, Visiting Fellow or Visiting Scholar where the appointee may be visiting from overseas or interstate for a specific purpose.

For the purposes of this policy, "institute" refers to the Institute of International Studies (IIS) or the Institute of Sustainable Futures (ISF).

### 4. POLICY PROVISIONS

#### 4.1 Long-term Appointments

##### 4.1.1 Appointment of Adjunct Professors

Appointment as an Adjunct Professor will be on the basis of the appointee's recognition among peers in the business, professional or cultural communities or in the public sector. These appointments will be made selectively to ensure the continuing high status of these positions. The University will become more pro-active in making such appointments to achieve its strategic objectives of increased cooperation in its teaching and research with external agencies, particularly with those in close proximity to its campuses.

Persons appointed to Adjunct Professorships will be persons of distinction and high achievement and normally will hold simultaneously (or be a retiree from) an appropriate position in industry, business, the professions, government or the community. Current or retired UTS staff or staff from other Universities will not normally be appointed to Adjunct Professorships.

Each faculty/institute will set as a goal the appointment of at least two Adjunct Professors by the completion of each calendar year. There is no limit to the number of appointments to be made across

the University each year. However, it is expected that these distinctions will be awarded with care and attention to the continuing high status of the position.

Appointments of Adjunct Professors must be approved by the Senior Deputy Vice-Chancellor, normally after receiving support from the Honorary Appointments Reference Group. The Reference Group comprises the Deputy Vice-Chancellors (Research) and (Teaching, Learning and Equity) and the Chair of Academic Board. The Group is convened by the Deputy Vice-Chancellor (Research) who may appoint up to two additional members to the Group or seek advice in relation to specific proposals for appointments.

Appointments of Adjunct Professors may be made jointly by two or more faculties and/or institutes and the University encourages Deans and Directors to consider such appointments, especially where potential research and/or teaching synergies could be enhanced.

Deans and Directors should forward proposals for Adjunct Professors to the Deputy Vice-Chancellor (Research). Proposals will address the criteria for appointment and provide the documentation, as set out below.

### **Criteria for Appointment of Adjunct Professors**

In determining suitability of persons for appointment, the following criteria will be considered:

- (a) recognition of distinction and high achievement in the professional, business or cultural communities
- (b) significant advantages to the University in its commitment to teaching, research, and community service.

Proposals for the appointment of Adjunct Professors should demonstrate that the appointment meets the appointment criteria and, normally, should include the following:

- (a) a written case in support of the appointment addressing the criteria as outlined above;
- (b) a detailed statement of the proposed duties of the appointee;
- (c) a detailed statement of the proposed conditions of appointment and any benefits proposed for the appointee;
- (d) a statement, consistent with the UTS Intellectual Property Policy, as to the ownership of any intellectual property that might be created during the appointment;
- (e) a curriculum vitae of the proposed appointee;
- (f) a summary sheet, compiled for reporting purposes, using the pro forma available from the Office of the Deputy Vice-Chancellor (Research); and
- (g) a completed Adjunct Professor Appointment Proposal form available on the Human Resources Unit website at <http://www.hru.uts.edu.au/forms/index.html>.

### **Duties**

The precise nature of the duties of each appointment will be the subject of negotiation between the individual and the Dean or Director. However, these will be clearly spelled out in proposals recommending appointment and, normally, will involve a commitment to undertake joint research programs, limited postgraduate student supervision and guest lectures or teaching programs.

#### **4.1.2 Appointment of Associates**

Persons appointed to the title 'Associate of the Faculty/Institute' will be professional practitioners or academics who are engaged by a faculty/institute on an ongoing basis to provide advice on teaching, consultancy, research, or curriculum development and evaluation.

## **4.2 Short-Term Appointments**

### **4.2.1 Visiting Professors**

Persons appointed to Visiting Professorships will normally:

- (a) hold simultaneously a position as professor in another university either within Australia or overseas ; or
- (b) be a senior academic from within Australia or overseas who is deemed to be worthy of the title by virtue of his/her academic eminence; or

- (c) be a senior practitioner from within Australia or overseas who is deemed to be worthy of the title by virtue of his/her professional eminence, and be visiting the University for a finite period in order to engage in scholarly activity.

#### **4.2.2 Visiting Fellows**

Persons appointed as Visiting Fellow will normally hold simultaneously:

- (a) a position as an academic other than Professor in a University either within Australia or overseas; or
- (b) a position as a practitioner either from within Australia or overseas and be deemed worthy of the title by virtue of his/her professional eminence, and be visiting the University for a finite period in order to engage in scholarly activity.

#### **4.2.3 Visiting Scholars**

Persons appointed as Visiting Scholars will normally hold simultaneously a position at another tertiary institution as:

- (a) a PhD student; or
- (b) an academic staff member who does not meet the criteria for appointment as either a Visiting Fellow or Adjunct Professor and be visiting the university for a finite period in order to engage in scholarly activity.

#### **4.3 Entitlements and Obligations of Honorary Appointees**

The positions of Adjunct Professor, Associate, Visiting Professor, Visiting Fellow and Visiting Scholar are honorary but confer on the recipient similar rights and privileges and obligations to that of a member of the academic staff of the University in respect of the use of the University Library and IT services.

However, persons holding these titles are not precluded from receiving remuneration for undertaking specific assignments for a faculty or institute for which they will be issued with a separate contract of employment. The Dean or Director may approve the payment of expenses reasonably associated with the duties of an honorary position.

Legislation pertaining to child protection places the same obligations on honorary appointees as paid employees, as detailed in the University's Child Protection guidelines.

#### **4.4 Intellectual Property**

Refer to the UTS Intellectual Property Policy and the Vice-Chancellor's Directive on its implementation.

#### **4.5 Insurance**

Honorary appointees are covered by UTS's personal accident and public liability insurance policies. However, as honorary appointees are not deemed to be employees of the University, they are not covered by the University's workers' compensation insurance. Any accident or incident involving an honorary appointee should be reported to Environment, Health and Safety in the Human Resources Unit.

### **5. AUTHORITIES AND ACCOUNTABILITIES**

#### **5.1 Honorary Appointment to:**

##### **Adjunct Professor**

The Senior Deputy Vice-Chancellor may approve the awarding of an Adjunct Professorship for periods up to three years. At the conclusion of the appointment the Senior Deputy Vice-Chancellor may approve a recommendation for a further appointment as Adjunct Professor after consideration by the Honorary Appointments Reference Group. Appointment to Adjunct Professorships will be reported to Council by the Senior Deputy Vice-Chancellor and listed in the University Calendar.

##### **Associate**

Deans and Directors may approve appointments for a period up to three years. At the termination of the set period the award may be renewed for a further limited period.

### **Visiting Professor**

Deans and Directors may offer appointments to the position of Visiting Professor normally for a period of 12 months and in some circumstances for a period of two years.

### **Visiting Fellow and Visiting Scholars**

Deans and Directors may make appointments to the positions of Visiting Fellow and Visiting Scholar.

## **5.2 Offer of Appointment to an Honorary Position**

Deans and Directors must provide full details of any offer to the Human Resources Unit, including the conditions and duration, for the appointment to be finalised.

The Human Resources Unit on the recommendation of the approving authority will make a written offer of appointment. This offer will contain the following details:

- (a) the honorary nature of appointment
- (b) the organisational unit within which the appointee will work
- (c) the duration of the appointment
- (d) if applicable, the supervisor of the appointee
- (e) the duties of the position
- (f) any special conditions relating to the appointment
- (g) the ownership of intellectual property.

Honorary appointees will be responsible to the Dean or Director. The contract may be terminated at any time during the period by mutual consent.

Persons holding honorary positions are not precluded from receiving remuneration for undertaking specific assignments for a faculty or institute for which they will be issued with a separate contract of employment. The Dean or Director may approve the payment of expenses reasonably associated with the duties of an honorary appointee.

## **6. SPECIFICATION OF RELATED UTS AND OTHER RELEVANT DOCUMENTATION**

### **UTS Policy and Guidelines**

- [Intellectual Property - Policy](#)
- [Code of Conduct - Policy](#)
- [Recruitment and Selection - Policy](#)
- [Acceptable Use of Information Technology Facilities - Policy](#)
- [Implementing Child Protection – Guidelines](#)

## 7. APPROVAL AND REVISIONS TABLES

### 7.1 Approval

<b>Approved by UTS Council / Academic Board</b>	<b>Meeting number and date</b>
Council	05/6
	<b>Resolution number</b>
	COU/05/099
<b>Effective date</b>	<b>Review date</b>
19 September 2005	
<b>Accountable Officer</b> (if not the Vice-Chancellor)	
Deputy Vice-Chancellor (Research)	
<b>Current incumbent</b>	
Sue Rowley	
<b>Implementation Officer</b>	
Director Human Resources	
<b>Current incumbent</b>	<b>Contact number</b>
Jennifer Gilmore	9514 4679

### 7.2 Revision/modification history

Date	Version	Current title	Summary of changes	Approved/rejected	Approval authority	Resolution or file number
15/05/06	2	Unchanged	Council decision to amend standing delegations to give SDVC authority to approve adjunct professorships.	Approved	Council	COU/06/045
X/08/07	2	Unchanged	Amendments to procedural requirements for appointment of Adjunct Professors	Approved	Council	COU/07-4/80