INTRODUCTION

All University staff members may nominate individuals for honorary appointment to the University. Such appointments are expected to be mutually beneficial, to enhance capacity and to build relevant networks. Successful nominations will be individuals who have appropriate qualifications or experience and whose expertise aligns with the University’s values and strategic objectives. Honorary appointees will advise, mentor and collaborate with University staff members and students to enhance academic, research and professional achievements and outcomes. Honorary appointments are for a defined period of time and are made in the following categories: University Professorial Fellows, University Fellows, Honorary Fellows and Visiting Scholars.

INTENT

The intention of this document is to facilitate the efficient administration of honorary appointments through:

- Transparent procedures with the capacity for timely responses;
- A comprehensive and relevant range of appointments; and
- Accountability through reporting and management.

This document is also intended to provide supplementary information about honorary appointments within the University including: duration of tenure, access to privileges, remuneration, health cover and insurance advice.

RELEVANT DEFINITIONS

In the context of this document:

**Director** means Director of a Research Institute or Centre of the University;

**Honorary Appointment** means a formal recognition of the relationship between the University and an individual who has made or who is expected to make a notable contribution to the academic, professional or cultural needs and achievements of the University. Honorary appointments are made as University Professorial Fellow, University Fellow, Honorary Fellow or Visiting Scholar;

**HAC** means Honorary Appointments Committee and consists of the Deputy Vice-Chancellor (Chair), Pro Vice-Chancellor, Academic and Chair, Academic Board;

**Honorarium** means an ex gratia payment made to an honorary appointee;
HOS means Head of School;

ITMS means the Office of Information Technology Management and Support branch; and

Organisational Unit means a school, centre or other academic unit; a department, or other administrative unit.

PROCEDURES

Expectations

Honorary appointment is expected to contribute to the University in one or more of the following ways:

- Make a contribution to undergraduate and/or postgraduate Higher Education (HE) and/or Vocational Education and Training (VET) learning and teaching by means of curriculum development, guest lectures, field trips, workshops, laboratory classes and/or practical demonstrations;
- Collaborate in research and/or research publication with University staff, in refereed publications suitable for Department of Industry, Innovation, Science, Research and Tertiary Education reporting;
- Assist with supervision of Higher Degree by Research (HDR) candidates;
- Provide mentoring and advice to University staff members in areas of management and planning in which they have expertise and networks; and/or
- Foster strategic relationships between the University and its academic, professional, governmental, business, industrial and community partners.

Responsibilities of the Nominator

- Be familiar with the Honorary Appointments Procedure and with the expectations of appointments. Nominees are expected to be individuals who have already made or who are expected to make a notable contribution to the academic, professional or cultural needs and achievements of the University. Such appointments are expected to be mutually beneficial, to enhance capacity and to build relevant networks;
- Plan with the nominee the nature of the collaboration and expected outcomes. Ensure that these are in keeping with the strategic direction of the University. Part B of the nomination form should be completed in conjunction with the nominee;
- Make it clear to nominees that a nomination is not a guarantee of appointment;
- Avoid making commitments regarding the level of appointment (Honorary Fellow, University Professorial Fellow etc.) Part A of the nomination form should be completed by the nominator;
- When making a nomination consider the qualifications and experience of the nominee against the eligibility expectations outlined on pages 2-3 of the procedure;
- Explain the nature and expected outcomes clearly in Part B of the nomination form. A nomination which does not demonstrate clear value may not be approved; and
- Ensure that appropriate evidence of support from the relevant Head of School/Director of Institute and Pro Vice-Chancellor is included with the nomination.
Appointments

- Current staff members or students of the University are not eligible for nomination for honorary appointment;
- Current Research by Higher Degree students of the University will not normally be considered for honorary appointment during the term of his or her enrolment;
- An honorary appointee may be offered a part-time or casual employment contract with the University, of not more than six (6) months duration at the discretion of the Faculty Pro Vice-Chancellor;
- An honorary appointment shall cease if an appointee accepts any continuing position, any full-time position or any part-time position (longer than six (6) months) at the University;
- An honorary appointment is reinstated at the end of such a period of employment as long as the original end date of the appointment has not passed. If the end date has passed, then a renewal must be requested; and
- Menzies School of Health Research academic staff members are accorded honorary or adjunct status at the University for the term of his or her employment at Menzies. Academic titles accorded by Menzies through its Academic Standing Committee will be accepted at the University.

University Professorial Fellow
To be eligible for appointment as a University Professorial Fellow, a person must have academic qualifications and experience which, at a minimum, would allow appointment at the level of Professor. Appointments may be for a period of up to three (3) years.

University Fellow
To be eligible for appointment as a University Fellow, a person must:

- Have academic qualifications and experience which, at a minimum, would allow appointment at the level of Lecturer or Research Fellow;
- Have professional, business or industry qualifications and/or experience which contribute to the strategic needs of the University; or
- Be a current or former senior, government official, administrator or department head.

Appointments may be for a period of up to three (3) years.

Honorary Fellow
To be eligible for appointment as an Honorary Fellow, a person must have gained the respect of his or her community and be able to contribute to the intellectual and cultural life of the University. Appointments may be for a period of up to three (3) years.

Visiting Scholars
To be eligible for appointment as a Visiting Scholar a person must have academic qualifications, and be a member of another educational or research institution. Visiting appointments shall be for a minimum period of one month and not exceed the duration of the person’s visit to the University.

Honorary Appointments Procedures – pro-040
Contact Officer: Governance Secretariat Officer

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Nomination

Invitations to nominate individuals for Honorary Appointment are extended several times each year. Nominations are to be made to the Secretary to the HAC. Nominations are made using the Honorary Appointment Nomination Forms.

The HAC considers nominations and approves the appointment of University Fellows, Honorary Fellows and Visiting Scholars. The HAC recommends to the Vice-Chancellor the appointment of University Professorial Fellows. All members of the committee must agree to recommendations for Level E.

University Fellows, Honorary Fellows and Visiting Scholars are notified in writing by the Chair of the HAC. University Professorial Fellows are notified in writing by the Vice-Chancellor. University staff members who have made nominations will be informed of the decisions of the committee by the relevant committee secretary.

The Vice-Chancellor has the discretion to make honorary appointments of strategic value to the University. In cases where the Vice-Chancellor may have a perceived or material conflict of interest such an appointment shall be referred to the Deputy Vice-Chancellor. The Deputy Vice-Chancellor should agree, in writing, to the appointment before it is offered.

Appointment Review and Renewal

At the end of an honorary appointment period the relevant HOS/Director shall review the extent to which the appointment achieved its original objectives.

An honorary appointment may be extended by renewal. Nominations for renewal follow the same procedures and are subject to the same expectations as new nominations.

Responsibilities and Privileges

Honorary appointees must comply with the University’s governing documents as a condition of appointment. Privileges for honorary appointees may include:

- Staff Cards - Honorary appointees may obtain a staff card upon application to the Office of Human Resource Services. Staff cards allow access to the Main Library Collection and may be programmed to allow appropriate building access where required;
- Library Privileges - Honorary appointees may borrow up to twenty-five (25) items from the Main Library Collection on loan at any one time, for a period of up to four (4) weeks and access to the following:
  - Browsing of other collections within the Library such as Periodicals, Short Term Loan, Special Collections and Reference Collection;
  - Photocopying facilities with the purchase of a photocopying card;
  - Inter-library loans upon authorisation from the relevant HOS/Director. Expenses incurred as a result of inter-library loans will then be charged to the appropriate cost centre; and
  - Online resources and electronic databases.
- Email/internet access;
- Representation on the University’s web site;
- Use of University letterhead;
- Office accommodation only if specifically requested and available;
• While appointments are normally voluntary, remuneration, honorariums and travel assistance may be permissible at the discretion of the relevant Faculty Pro Vice-Chancellor; and
• Participation in University Graduation ceremonies.

Research Publication and University Affiliation

Honorary appointees are required to include Charles Darwin University among their affiliations in the authorship by-line of all research publications which result from their collaboration with the University.

Example of the attribution format:

Dr J Smith, Charles Darwin University, Research Institute/School of [ ]/Menzies School of Health Research, Casuarina NT 0909

When using the Charles Darwin University address, acknowledgement of the Institute/School/Centre and Faculty is important, but should be attributed second or third in the address line. Charles Darwin University should always be attributed first.

Remuneration

Planned remuneration and honorarium details are to be provided to the HAC at the time of nomination.

Reimbursement may be made to cover reasonable expenses incurred by the honorary appointee in the course of collaborations with University staff as part of the appointment. Such expenses may include, but are not limited to, travel, accommodation, meals, and minor equipment such as stationery.

Payment of an honorarium is to be recommended by the relevant HOS/Director and approved by the Faculty Pro Vice-Chancellor.

Payments to international Visiting Scholars must meet with the requirements of any visa conditions.

All such remuneration, honorarium or reimbursement comes from the Organisational Unit sponsoring the honorary appointment.

Titles

An honorary title conferred by the University under this procedure may only be used in full: E.G. Dr J Smith, University Professorial Fellow, Charles Darwin University or Dr J Smith, University Professorial Fellow, CDU.

Honorary appointees may use their title on business cards and other corporate materials but may not include the University's logo or other brand identifiers.

It is expected that the honorary title will be acknowledged on publications, presentations, reports and media releases relating to work undertaken as part of the appointment.

Management and Reporting

Honorary appointments are entered into the Manage Partner Organisations Staff System (MPOSTA) to ensure ITMS and library access. An annual report of current and new appointments will be provided to the Vice-Chancellor’s Advisory Group and to Council for noting.

Health Cover for International Appointments

Appointees who do not hold Australian citizenship or Australian permanent residence status should note that they are not eligible for Medicare (the Government Medical Insurance Scheme). Appointees in this position are advised to take out private health insurance.
Personal Injury including Death Insurance

Appointees are advised to take out Personal Injury including Death Insurance. This is a matter for individual appointees to decide. Most insurance companies can provide advice on this type of insurance.

Intellectual Property

Intellectual property which results from an honorary appointment is subject to the University’s Intellectual Property Policy.

ESSENTIAL SUPPORTING INFORMATION

Internal

Code of Conduct

Human Resources Policy

Honorary Appointment Nomination Form Part A

Honorary Appointment Nomination Form Part B

Intellectual Property Policy

Travel on Official University Business Procedures
# Document History and Version Control

<table>
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<th>Date Approved</th>
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<th>Brief Description</th>
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<tr>
<td>1.00</td>
<td>25 Aug 2004</td>
<td>Vice-Chancellor</td>
<td>Original process</td>
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<td>2.10</td>
<td>28 Nov 2007</td>
<td>Vice-Chancellor</td>
<td>Reformat. Applicant to make prima facie case for appointment. Remuneration for adjuncts and visiting scholars after consideration by the Working Group.</td>
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<td>2.20</td>
<td>21 Apr 2008</td>
<td>Vice-Chancellor</td>
<td>Update to ‘Membership of Working Group’: Director, Library and Information Access; General Manager PMD; Director VET. Amendment to ‘Advise to Applicants’: Memo to Director, Library and Information Access and Manager, Governance.</td>
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<td>2 Jul 2008</td>
<td>Vice-Chancellor</td>
<td>General update.</td>
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| 4.00    | 17 Feb 2010   | Vice-Chancellor | • Major update to categories  
• Change process into new format  
• Minor amendments to spelling and grammar  
• Change Deputy Vice-Chancellor Research to Deputy Vice-Chancellor Research and International to reflect title change.  
• Change Deputy Vice-Chancellor Teaching and Learning to Senior Deputy Vice-Chancellor to reflect title change.  
• Change ‘annual reporting and reviews’ to ‘end of term report’.  
• Change Dean to Executive Dean to reflect title change. |
| 4.01    | 30 Aug 2010   | Governance | • Change to library access guide information.  
• Minor change to format template.  
• Changes to review process – VC to sign only letters of offer for Professorial level E appointments. Level B-D appointments signed by Chair of HAPWG and forwarded to VC for noting. |
| 5.00    | 15 Apr 2011   | Vice-Chancellor | • Convert process document to procedure template.  
• Minor changes to reflect new titles and structure – PMD to HRS. Executive Dean/Director IAS/PVC to PVC and HoS/NT Manager to Senior Manager.  
• Director, Library and Access changed to Director, Office of Library Services to reflect title change.  
• New relevant definitions added.  
• Combine HAP and HAG documents.  
• Separate review and renewal sections. |

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| 5.01 12 May 2011 | Governance       | - Addition of staff card information  
- Changed VET lecturer level 1 etc. To VET lecturer level B in line with new EBA.  
- Addition of information about MSHR. |
| 5.02 11 Nov 2011 | Governance       | - Changed MSHR to Menzies in line with current practices.  
- Changes to formatting  
- Invitations changed from 4-5 times per year to several.  
- Adjusted version control from version 4.02 to version 5.00 as document was reviewed by Vice-Chancellor. |
| 5.03 6 Jun 2012 | Governance       | - Deleted DVC Research and International, and added PVC Academic  
- Replaced Senior Manager to HOS/Director  
- Altered PVC to PVC/DVC  
- Changed candidate to nominee  
- Replaced DEEWR to DIISRTE  
- Adjustment to Relevant Definitions |
| 6.00 26 Feb 2014 | Vice-Chancellor  | Major review of document. |
| 6.01 11 Feb 2015 | Vice-Chancellor  | - Research Publication and University Affiliation information added.  
- Minor grammar and formatting amendments  
- Addition of hyperlinks |
| 6.02 13 Jan 2016 | Vice-Chancellor  | ‘Responsibility of Nominator’ section added. |