



# Honorary, Adjunct, Visiting, Professional and Community Appointments Process (HAVPCAP)

No: 08.0.05

Version: 2.00 Current

Approved: Vice-Chancellor

Date Approved: 26 October 2005

Administered: Governance

Next Review: September 2007

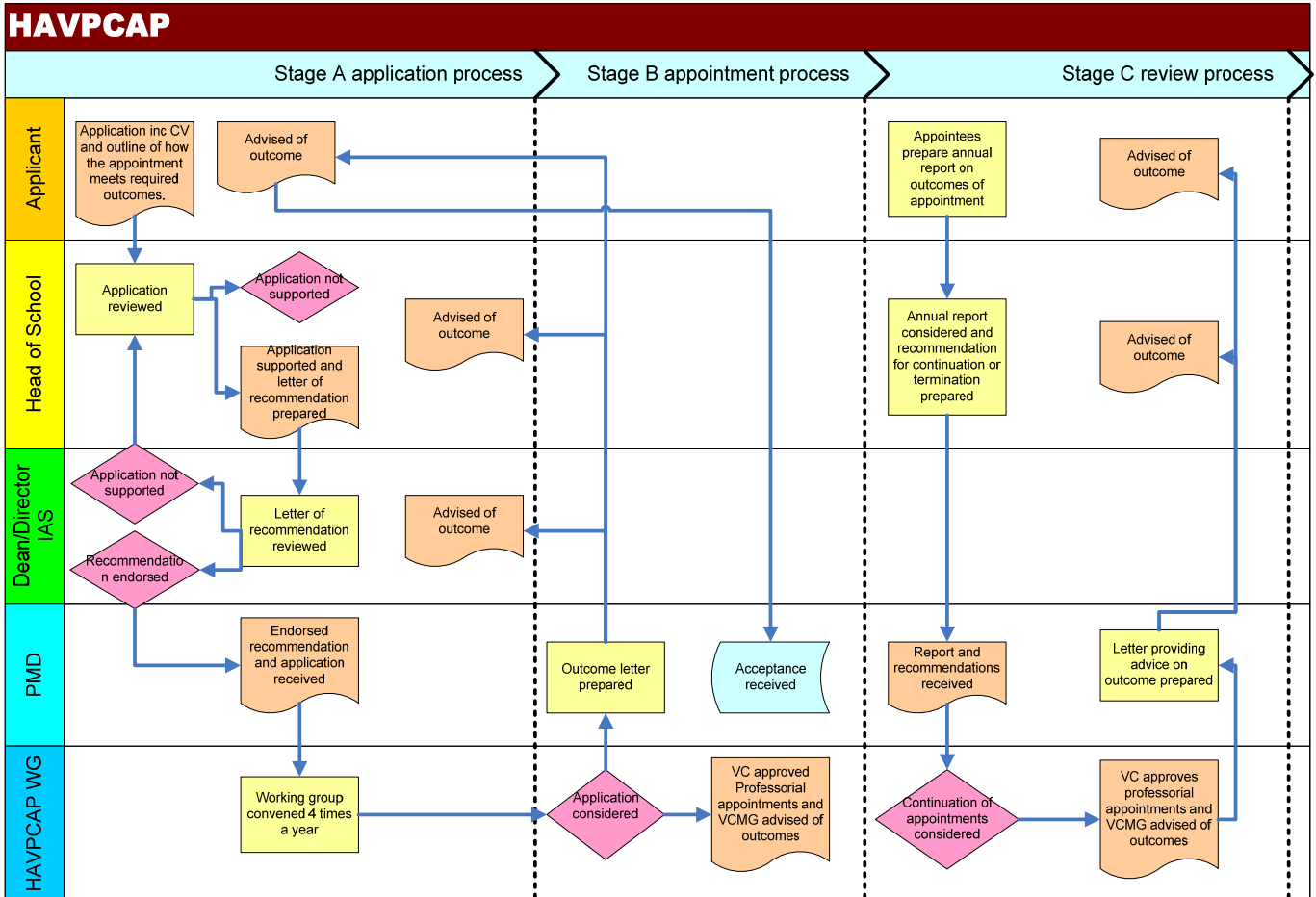
**Intent:**

To facilitate the effective and efficient appointment of Honorary Fellows, Adjunct Appointments, Visiting Scholars, Professional Associates and Community Fellows

**Attributes:**

The essential features of HAVPCAP are:

- transparent process with capacity for timely response,
- comprehensive and relevant range of appointments available,
- appropriate engagement of faculty/schools,
- built in accountability through annual reporting and review



This flow chart shows the key process steps.



<b>Stage A: Application Process</b>		
<b>The first stage of HAVCAP which describes how applications for appointments are made</b>		
<b>Process Step</b>	<b>Summary of process</b>	<b>Responsibility</b>
Application	Each application must comprise a letter that shows how the appointment sought will meet the relevant Required Outcomes (see attachment) and a <i>Curriculum Vitae</i> . In the case of Adjunct Appointments and Visiting Scholars, the letter will also specify if and why remuneration is required.	Applicant/Proposer
Review by Head of School	The application is reviewed by the relevant Head of School. If supported a letter of recommendation is attached to the application and forwarded to the relevant Dean or the Director of the Institute of Advanced Studies. The Head of School advises the applicant in writing if the appointment is not supported.	Head of School
Endorsement by Dean/Director IAS	The Dean/Director Institute of Advanced Studies reviews the Head of School's recommendation and if supported, endorses the letter of recommendation and forwards it together with the application to Staff Services. If not endorsed, the Head of School is advised and documentation returned.	Dean/Director IAS
HAVPCAP Working Group convened	The HAVPCAP Working Group is convened on up to <b>four times in a year</b> to consider endorsed recommendations and accompanying applications.	PMD Division
<b>Stage B: Appointment Process</b>		
<b>The second stage of HAVCAP which describes how appointments are determined</b>		
<b>Process Step</b>	<b>Summary of process</b>	<b>Responsibility</b>
Consideration of application	The HAVPCAP Working Group comprising: Deputy-Vice Chancellor, Teaching and Learning (Chair) Deputy Vice-Chancellor, Research Pro-Vice Chancellor Community and Access Director Learning Resources Director PMD Division (or nominee), and taking advice from others as appropriate considers applications and determines outcome including duration, privileges, remuneration, health cover and insurance advice.	HAVPCAP Working Group

## Privileges, Health Cover and Insurance

### Privileges

- Honorary, Adjunct and Professional Associate appointees can have 25 items from the Main Collection on loan at any one time, for a period of 4 weeks. Visiting and Community Fellows can have up to 5 items for 2 weeks. These items may be renewed once if not required by another borrower. Other collections with the Library are available for browsing: Periodicals, Short Term Loan, Special Collections, and Reference Collection, and photocopying facilities are available with the purchase of a photocopying card. If email and Internet access has been authorised by Information Technology Management Support, then access to the electronic resources managed by the Library can also be enabled.
- Email/internet access for appointees located on campus
- Representation on the university's web site
- Office accommodation if required and if available.

### Health Cover

Appointees who do not hold Australian citizenship or permanent resident status should note that they are not eligible for Medicare, the Government Medical Scheme. Appointees in this position should consider taking out private health insurance while in Australia.

Personal Injury including Death Insurance.

Appointees should also consider the option of taking out Personal Injury including Death Insurance. Clearly this is a matter for individuals to decide. Most insurance companies can provide advice on this type of insurance.

### Intellectual Property

The University will claim ownership of intellectual property deriving from the activities for CDU Honorary, Adjunct, Professional Associate, Visiting or Community Appointments unless otherwise specified by a written agreement between CDU and the appointee

Report of Outcomes	Outcome of HAVPCAP Working Group considered and decision reported to VCMG for information, except in the case of Professorial level appointments, which will require ratification by the VC.	VCMG  VC
Advice on outcome	Letter with appropriate signature providing advice on outcome of application prepared and sent to applicant with copy to Dean/Director IAS and Head of School.	PMD Division

## Stage C: Review Process

### The third stage of HAVCAP which describes how appointments are reviewed

Process Step	Summary of process	Responsibility
Annual Report	Honorary Fellows, Adjunct and Professional Associate Appointees provide a brief annual report on outcomes achieved.	Honorary Fellows Adjunct and Professional Associate Appointees
Review of Appointment	For Honorary Fellows, Adjunct and Professional Associate Appointments an annual review of the appointment is carried out by the Head of School taking account of the annual report on outcomes provided by the appointee. A report and recommendation for continuation or termination of the appointment is forwarded to PMD Division, which ensure paperwork is provided to the next scheduled meeting of the HAVPCAP Working Group for consideration.	Head of School  PMD Division
Decision on continuation or termination of appointment	The HAVPCAP Working Group considers the Head of School's recommendation and makes a decision on termination or continuation of appointment and associated conditions, except in the case of a Professorial appointment which will require approval of the VC	HAVPCAP Working Group
Advice on outcome	Letter with appropriate signature providing advice on termination or continuation of appointment prepared and sent to applicant with copy Head of School. Appointees are advised of any early termination of position.	PMD Division

<b>Honorary, Adjunct, Visiting, Professional and Community Appointments Process (HAVCAP)</b>	Version 2.00
<b>Custodian:</b> Deputy Vice Chancellor, Teaching & Learning & Deputy Vice Chancellor, Research	<b>Page 3 of 5</b>

## Required Outcomes

All categories of Appointment are expected to be involved in building and/or enhancing networks to the advantage of the University

### Honorary Fellows

- Input to undergraduate and/or VET teaching and learning by means of occasional lectures, field trips, laboratory classes and/or practical demonstrations; and/or
- Collaboration in research with CDU staff and research publication in refereed outlets suitable for DEST reporting; and/or
- Assistance with supervision of postgraduate students;
- A brief annual report on outcomes achieved as an Honorary Fellow

A person appointed to an Honorary fellowship would have academic qualifications and be considered to have appropriate skills and experience to be of value to the University but would not be appropriate for appointment to an Adjunct position (see below)

*Appointment shall be for a period of up to 3 years with annual review by the Head of School.*

*No remuneration would be paid to Honorary Fellows.*

### Adjunct Appointments

- A contribution to teaching and learning of undergraduate and/or VET students; and/or
- Co-supervision of postgraduate students; and/or
- Collaboration in research with CDU staff and research publications in refereed outlets suitable for DEST counting; and
- An annual seminar outlining research done during the appointment
- A brief annual report on outcomes achieved as an Adjunct Appointee

A person appointed to an Adjunct position must have qualifications that allow appointment at the level of Professor, Associate Professor, Senior Lecturer, Lecturer, Research Fellow, Senior Research Fellow, Principal Research Fellow, Professorial Fellow, VET Lecturer Level 1, VET Lecturer Level 2, VET Lecturer Level 3 or VET Lecturer Level 4.

*Adjunct appointments shall be for a period of up to 3 years with annual review by the Head of School. (An exception to this is Adjunct appointees from MSHR that will retain adjunct status for the duration of their appointment with MSHR)*

*An Adjunct appointee will not receive remuneration from CDU.*

### Professional Associate

- A contribution to teaching and learning of undergraduate and/or VET students; and/or
- Co-supervision of postgraduate students; and/or
- Collaboration in research with CDU staff and research publications in refereed outlets suitable for DEST counting; and
- Where relevant, an annual seminar outlining research done during the appointment
- A brief annual report on outcomes achieved as an Professional Associate

A person appointed as a Professional Associate should have qualifications and experience that allows appointment as Professional Associate or Senior Professional Associate

A Professional/Senior Professional Associate will not receive remuneration from CDU

### Visiting Scholars

- Collaboration in research and/or research publication (that is ideally DEST reportable) with CDU staff
- A seminar outlining research done while a visiting scholar
- A brief report on the results of the visit

A Visiting Scholar will have recognised academic qualifications, and usually will be a member of another educational or research institution. Appointments will be made at the level of Professor, Associate Professor, Senior Lecturer, Lecturer, Research Fellow, Senior Research Fellow, Principal Research Fellow, Professorial Fellow, VET Lecturer Level 1, VET Lecturer Level 2, VET Lecturer Level 3 or VET Lecturer Level 4.

*Visiting appointments shall be for a period not exceeding the person's visit to the University.*

*Remuneration may be paid at the discretion of the Head of School.*

In relation to Visiting Scholars Research Office will be notified of HAVCAP applications for Visiting Scholars, while Research Office will notify the HAVCAP Working Group of Research Panel applications for Visiting Scholars

### Community Fellows

- Collaboration with university staff to raise awareness about issues and perspectives outside the mainstream of university life but highly relevant to it; and/or
- Informal or formal round table discussions with staff and students to raise awareness of and share perspectives about community issues; and/or
- Assist with students who need special assistance because of their particular ethnic or socio-economic backgrounds; and/or
- Joint publication of work done collaboratively with CDU staff and/or students

A Community Fellow will not have academic qualifications, but is a person who has gained the respect of their community, has skills that lie outside the university tradition, and is considered by a Head of School to be able to contribute to the intellectual life of the university in a non-standard way.

*Remuneration may be paid to assist with travel and accommodation, at the discretion of the Head of School.*

**A CURRENT EMPLOYEE WILL NOT BE ELIGIBLE FOR THESE APPOINTMENTS**

<b>Honorary, Adjunct, Visiting, Professional and Community Appointments Process (HAVCAP)</b>	Version 2.00
<b>Custodian:</b> Deputy Vice Chancellor, Teaching & Learning & Deputy Vice Chancellor, Research	<b>Page 4 of 5</b>

## Document History and Version Control

Version No	Version Date	Authorising Officer	Comments
1.00	25 August 2004	Vice Chancellor	Original process
2.00	25 October 2005	Vice Chancellor	Add Processional Associates adjust flow chart and document accordingly