

# Adjunct and Honorary Appointments Procedures

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## INTRODUCTION

University staff members may nominate individuals for adjunct or honorary appointments to the University. Such appointments are expected to be mutually beneficial, enhance capacity and to build relevant networks.

Adjunct and honorary appointees will have appropriate qualifications or experience and expertise that aligns with the University's values and strategic objectives. They will advise, mentor and collaborate with University staff members and students to enhance academic, research and professional achievements and outcomes.

## COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15.

## INTENT

This document facilitates the efficient administration of adjunct and 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 adjunct and 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

**Adjunct or 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. Appointments may be for a period of up to three (3) years;

**Adjunct and Honorary Appointments Committee** means the Committee responsible for the review and renewal of Adjunct and Honorary Appointment nominations. The Committee consists of the Deans of Colleges, PVC VET and Chair of the Academic Board, with the Committee Chair to rotate between Deans;

**Governance documents** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governing documents are a formal statement of intent that mandate principles or standards that apply to the University's governance or

operations or to the practice and conduct of its staff and students, they include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

**Honorarium** means a nominal ex gratia payment made to an honorary appointee for professional services where there was no obligation or liability to pay for it;

**Organisational Unit** means a school, college, faculty, centre or other academic unit; a department, or other administrative unit of the University;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

**Senior Manager** means a staff member holding the position of Dean, Director or Head of School of the University or equivalent; and

**Staff Member** means anyone employed by the University and includes all continuing, fixed-term or casual, adjunct, honorary or contracted staff, or those holding University offices or who are a member of a University committee.

## PROCEDURES

Adjunct and honorary appointments are for a defined period in the following categories:

- Teaching and Research; with classifications of Adjunct Professor, Adjunct Associate Professor, Adjunct Senior Lecturer and Adjunct Lecturer;
- Clinical; with classifications of Clinical Professor, Clinical Associate Professor, Clinical Senior Lecturer and Clinical Lecturer;
- Research-only; with classifications of Adjunct Senior Research Fellow, Adjunct Research Fellow and Adjunct Research Associate;
- University Fellow;
- Visiting Fellow; and
- Charles Darwin Distinguished Fellow.

## Expectations

An adjunct or honorary appointment is expected to contribute to the University in one (1) or more of the following ways:

- Contribute to undergraduate and/or postgraduate Higher Education and/or Vocational Education and Training 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 attributed refereed publications eligible for Commonwealth Government reporting;
- Assist with supervision of Higher Degree by Research students;
- 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 Adjunct and Honorary Appointments Procedure and with the expectations of appointments;
- 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. Section E 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. Sections B to D of the nomination form should be completed by the nominator;
- Consider the qualifications and experience of the nominee against the eligibility expectations outlined in this procedure when making a nomination;
- Explain the nature and expected outcomes clearly in Section E of the nomination form. A nomination which does not demonstrate clear value may not be approved;
- Ensure that appropriate evidence of support from the relevant Senior Manager is included with the nomination; and
- Specify the preferred duration of the appointment.

## Appointments

- Current staff members or students of the University are not eligible for nomination for adjunct or honorary appointment;
- Where a nominee is a staff member at another Australian university there should be clear indication of how an appointment would add value beyond collaborations that routinely occur between academic colleagues;
- Current Higher Degree by Research students of the University will not normally be considered for adjunct or honorary appointment during the term of their enrolment;
- An adjunct or honorary appointment will cease if an appointee accepts any paid employment for longer than six (6) months at the University;
- At the end of a period of employment, the adjunct or honorary appointment is reinstated, provided the original end-date of the appointment has not passed. If the end date has passed, then a renewal must be submitted; and
- Menzies School of Health Research academic staff members are accorded adjunct status at the University as per the CDU-Menzies Agreement, and for the term of their employment at Menzies. Academic titles accorded by Menzies through its Academic Standing Committee will be accepted at the University.

## Teaching and Research Adjunct Appointments

To be appointed within a classification level of either the teaching and research or the research only categories, the person must have academic qualifications and experience which at a minimum, would allow appointment at that level.

## Clinical Adjunct Appointments

These appointments are to support an active working relationship with a clinician from another organisation. To be appointed within a classification in this category the nominee must have reached a level of achievement that would allow appointment at that level.

## University Fellow

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

- Have professional, business or industry qualifications and/or experience which contribute to the strategic needs of the University; and/or
- Be a current or former senior, government official, administrator or department head; and/or
- Have gained the respect of their community and be able to contribute to the intellectual and cultural life of the University.

## Visiting Fellow

To be eligible for appointment as a Visiting Fellow, must have academic qualifications, and be a member of another educational or research institution. Visiting appointments will be for a minimum period of one (1) month and not exceed the duration of the person's visit to the University. Visiting Fellows will be appointed and approved by the relevant organisational unit.

## Charles Darwin Distinguished Fellow

A Charles Darwin Distinguished Fellow may be called upon by the Vice-Chancellor to provide high-level advice and guidance. They should embody exceptional experience and insight to assist the University to achieve sustainable growth, address opportunities and challenges and promote organisational and cultural excellence.

A Charles Darwin Distinguished Fellow, must:

- Be an eminent and highly regarded individual in society;
- Be recognised nationally and/or internationally in their fields of expertise; and
- Be able to contribute to the University's national and regional profile and activities.

Charles Darwin Distinguished Fellows are directly appointed by the Vice-Chancellor.

## Nomination

Invitations to nominate individuals for adjunct and honorary appointment are extended several times each year and are to be made using the Nomination form for an Adjunct or Honorary Appointment.

Nominations for adjunct and honorary appointments will be endorsed by the relevant College Dean or a Pro Vice-Chancellor before submission to the Secretary of the Adjunct and Honorary Appointments Committee.

The Committee will consider and may approve nominations of all non-Professorial level appointments. If further consideration is required, the Committee may elect to refer nominations to the Provost. The Chair of the Committee will notify successful appointees in writing.

The Committee will consider and make recommendations for approval to the Vice-Chancellor any Professorial level appointments. All members of the Committee must agree to recommendations for Professorial level appointments. The Vice-Chancellor will notify successful appointees in writing.

The Secretary of the Committee will inform staff members who have made nominations, of the decisions of the Committee.

### **Direct Appointments**

In addition to the nomination process, the Vice-Chancellor has the discretion at any time, to make honorary appointments which are of strategic value to the University.

Where the Vice-Chancellor may have a real, potential or perceived conflict of interest in an appointment, the Vice-Chancellor will refer the matter to the Nominations, Honorary Awards and Legislation Committee for approval, in accordance with the [Conflicts of Interest Policy](#).

Before a direct appointment is offered, the Chair of the Adjunct and Honorary Appointments Committee must agree to the appointment in writing.

### **Appointment Review and Renewal**

Nominators/Senior Managers and adjunct/honorary appointees have a responsibility to maintain regular engagement. Several months prior to the end of an adjunct or honorary appointment period, the nominator and/or relevant Senior Manager will review the extent to which the appointment achieved its original objectives.

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

Nominations to renew appointments should include a statement of the contributions of the nominee, along with a research outcome data report. These reports are available from the Research Systems and Performance team at [research.systems@cdu.edu.au](mailto:research.systems@cdu.edu.au).

### **Responsibilities and Privileges**

Adjunct and honorary appointees must comply with the University's Governance documents as a condition of appointment.

Privileges for adjunct and honorary appointees may include:

- Staff Cards – Adjunct and honorary appointees can obtain a staff card from the IT Kiosk to access the Library and other appropriate buildings, where required;
- Library borrowing privileges - Adjunct and honorary appointees may borrow up to fifty (50) items from the Library at any one time, for a loan period of up to 56 days with 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 as authorised by the relevant Senior Manager. 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, available and appropriate; and
- Participation in University Graduation ceremonies.

Appointments are normally voluntary. However, remuneration, honorariums and travel assistance may be permissible at the discretion of the relevant Senior Manager.

### Research Publication and University Affiliation

Adjunct and 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/College of [ ]/Menzies School of Health Research, Casuarina NT 0909

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

### Expenses

Where permitted, payments, honorariums or reimbursements are the responsibility of the organisational unit sponsoring the honorary appointment.

Planned payments or honorarium details should be provided to the Adjunct and Honorary Appointments Committee at the time of nomination, together with a recommendation by the relevant Senior Manager.

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

All payments to international Visiting Fellows must meet with the requirements of their visa conditions.

### Adjunct and Honorary Titles

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

Adjunct and 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 adjunct or honorary title will be acknowledged on publications, presentations, reports and media releases relating to work undertaken as part of the appointment.

## Management and Reporting

Adjunct and honorary appointments are recorded in the Manage Partner Organisations Staff System (MPOSTA) to ensure IT and library access. An annual report of current and new appointments will be provided to the Executive Leadership 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 that results from an honorary appointment, is subject to the University's [Intellectual Property Policy](#).

## Cancellation of Appointment

At its sole discretion, the University may cancel an adjunct or honorary appointment for any reason, including but not limited to, a breach of the [Code of Conduct](#) or any other Governance Document.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Code of Conduct](#)

[Human Resources Policy](#)

[Intellectual Property Policy](#)

[Travel on Official University Business Procedures](#)

## Document History and Version Control

<b>Last amendment:</b>	May 2019	<b>Next Review:</b>	May 2022
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Coordinator, Executive Recruitment		

Version	Date Approved	Approved by	Brief Description
1.00	25 Aug 2004	Vice-Chancellor	Creation of original document and upload to CDU website.
2.00	25 Oct 2005	Vice-Chancellor	Add Professional Associates adjust flow chart and document accordingly
2.10	28 Nov 2007	Vice-Chancellor	Reformat. Applicant to make prima facie case for appointment. Remuneration for adjuncts and visiting scholars after consideration by the Working Group.
2.20	21 Apr 2008	Vice-Chancellor	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.
3.00	2 Jul 2008	Vice-Chancellor	General update
4.00	17 Feb 2010	Vice-Chancellor	<ul style="list-style-type: none"> <li>• Major update to categories</li> <li>• Change process into new format</li> <li>• Minor amendments to spelling and grammar</li> <li>• Change Deputy Vice-Chancellor Research to Deputy Vice-Chancellor Research and International to reflect title change.</li> <li>• Change Deputy Vice-Chancellor Teaching and Learning to Senior Deputy Vice-Chancellor to reflect title change.</li> <li>• Change 'annual reporting and reviews' to 'end of term report'.</li> <li>• Change Dean to Executive Dean to reflect title change</li> </ul>
4.01	30 Aug 2010	Governance	<ul style="list-style-type: none"> <li>• Change to library access guide information.</li> <li>• Minor change to format template.</li> <li>• 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.</li> </ul>
5.00	15 Apr 2011	Vice-Chancellor	<ul style="list-style-type: none"> <li>• Convert process document to procedure template.</li> <li>• Minor changes to reflect new titles and structure – PMD to HRS. Executive Dean/Director IAS/PVCVET to PVC and HoS/NT Manager to Senior Manager.</li> <li>• Director, Library and Access changed to Director, Office of Library Services to reflect title change.</li> <li>• New relevant definitions added.</li> </ul>



			<ul style="list-style-type: none"> <li>• Combine HAP and HAG documents.</li> <li>• Separate review and renewal sections.</li> <li>• Addition of staff card information</li> <li>• Changed VET lecturer level 1 etc. To VET lecturer level B in line with new EBA.</li> <li>• Addition of information about MSHR</li> </ul>
5.01	12 May 2011	Governance	<ul style="list-style-type: none"> <li>• Changed MSHR to Menzies in line with current practices.</li> <li>• Changes to formatting</li> <li>• Invitations changed from 4-5 times per year to several.</li> <li>• Adjusted version control from version 4.02 to version 5.00 as document was reviewed by Vice-Chancellor</li> </ul>
5.02	11 Nov 2011	Governance	<ul style="list-style-type: none"> <li>• Other privileges changed to include Honorariums and travel assistance</li> </ul>
5.03	6 Jun 2012	Governance	<ul style="list-style-type: none"> <li>• Deleted DVC Research and International, and added PVC Academic</li> <li>• Replaced Senior Manager to HOS/Director</li> <li>• Altered PVC to PVC/DVC</li> <li>• Changed candidate to nominee</li> <li>• Replaced DEEWR to DIISRTE</li> <li>• Adjustment to Relevant Definitions</li> </ul>
6.00	26 Feb 2014	Vice-Chancellor	Major review of document
6.01	11 Feb 2015	Vice-Chancellor	<ul style="list-style-type: none"> <li>• Research Publication and University Affiliation information added.</li> <li>• Minor grammar and formatting amendments</li> <li>• Addition of hyperlinks</li> </ul>
6.02	13 Jan 2016	Vice-Chancellor	Responsibility of Nominator' section added.
7.00	13 Dec 2017	Vice- Chancellor	<ul style="list-style-type: none"> <li>• Conversion to new template due to new University branding</li> <li>• Updated hyperlinks</li> <li>• Charles Darwin Distinguished Fellow appointment category added</li> <li>• Changes to the paragraph 'Direct Appointments' to reduce the risk to the University's reputation</li> <li>• Changes to the membership of the Honorary Appointments Committee</li> <li>• Changes to reflect new titles and structure. Replaced Deputy Vice-Chancellor with Provost and VCAG with Executive Leadership Group</li> <li>• Research Outcomes Data Report section added</li> <li>• Replaced HOS/Director with Senior Manager to be consistent with glossary</li> <li>• Removed definitions for HOS and Director</li> <li>• Added definition for staff member, senior manager and senior executive</li> <li>• Contact Officer Governance Secretariat Officer replaced with Coordinator, Executive Recruitment</li> </ul>

			<ul style="list-style-type: none"> <li>• ID Cards now obtained from the IT Kiosk, not from OPC</li> <li>• Added Sponsor, Deputy Vice-Chancellor, Operations</li> </ul>
8.00	29 May 2019	Vice-Chancellor	<ul style="list-style-type: none"> <li>• Comprehensive review</li> <li>• Amend title to include 'Adjunct and' Honorary Appointments and update to reflect this throughout the document</li> <li>• Amended Sponsor from DVC, Ops to Provost</li> <li>• Under appointments added information about other university staff nominee and removed honorary status from MSHR staff</li> <li>• Added Clinical and Teaching and Research Adjunct Appointments</li> <li>• Removed University Professorial Fellow and Honorary Fellow</li> <li>• Updated Visiting Scholars to Visiting Fellows</li> <li>• Updated relevant faculty Pro Vice-Chancellor to relevant senior manager to reflect structural changes</li> </ul>