

Staff - Adjunct and Honorary Appointments Procedures

1. PREAMBLE

- 1.1. Charles Darwin University (CDU) recognises the importance of collaborating with individuals and institutions with particular skills, expertise and experience to further the University's strategic goals and build the University's teaching and research capabilities by appointing such people to adjunct and honorary positions.

2. PURPOSE

- 2.1. This procedure defines the mechanisms for the appointment, review, renewal and termination of adjunct or honorary appointments, and defines the rights and responsibilities of adjunct and honorary appointees.

3. SCOPE

- 3.1. This procedure applies to all adjunct or honorary appointees, and to all staff of the University as potential nominators of candidates for appointment.

4. PROCEDURE

- 4.1. University staff and members of the University community may nominate suitably qualified and experienced people to adjunct or honorary staff appointments.
- 4.2. Adjunct and honorary appointments must be mutually beneficial to the University and the nominee and should enhance University capacity and networks.
- 4.3. An adjunct or honorary appointment is expected to contribute to the University in one or more of the following ways:
 - a. higher education and/or vocational education and training teaching through curriculum development, guest lectures, field trips, workshops, laboratory classes and/or practical demonstrations;
 - b. research and/or research publication with University staff in attributed refereed publications eligible for Commonwealth Government reporting;
 - c. supervision of Higher Degree by Research (HDR) students;
 - d. mentoring and advice to University staff members in management, planning, or technical areas in which they have expertise and networks; and
 - e. strategic relationships between the University and its academic, professional, government, business, industry and community partners.
- 4.4. 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.

Eligibility

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- 4.5. Current staff members or coursework students of the University are not eligible for nomination for adjunct or honorary appointment.
- 4.6. Current HDR students of CDU will not normally be considered for adjunct or honorary appointment during the term of their enrolment unless there are exceptional circumstances to support their appointment.
- 4.7. Where a nominee is a staff member at another Australian university, the nominator must provide a clear explanation of how this appointment would add value beyond collaborations that routinely occur between academics and colleagues.

Categories of Appointment

- 4.8. Adjunct and honorary appointments may be awarded in the following categories:
 - a. **Teaching and Research**, with classifications of Adjunct Professor, Adjunct Associate Professor, Adjunct Senior Lecturer and Adjunct Lecturer;
 - b. **Clinical**, with classifications of Clinical Professor, Clinical Associate Professor, Clinical Senior Lecturer and Clinical Lecturer;
 - c. **Research-only**, with classifications of Adjunct Senior Research Fellow, Adjunct Research Fellow and Adjunct Research Associate;
 - d. **University Fellow**;
 - e. **Visiting Fellow**; and
 - f. **Charles Darwin Distinguished Fellow**.
- 4.9. To be appointed with a classification level of the Teaching and Research or Research-only categories, the nominee must have academic qualifications or experience which at a minimum would allow appointment at that level.
- 4.10. 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.
- 4.11. To be eligible for appointment as a University Fellow, the nominee must:
 - a. Have professional, business or industry qualifications and/or experience which contributes to the strategic needs of the University;
 - b. Be a current or former senior government official, administrator or department head; and/or
 - c. Have gained the respect of their community and be able to contribute to the intellectual and cultural life of the University.
- 4.12. To be eligible for appointment as a Visiting Fellow, the nominee must have academic qualifications and be a member of another educational or research institution. Visiting appointments will be for a minimum period of one month and not exceed the duration of the person's visit to the University.
- 4.13. A Charles Darwin Distinguished Fellow may be called upon by the Vice-Chancellor to provide high-level advice and guidance. The nominee should embody exceptional experience and insight to assist the University to achieve sustainable growth, address opportunities and challenges and promote organisational and cultural excellence.
- 4.14. A Charles Darwin Distinguished Fellow must:
 - a. Be an eminent and highly regarded individual in society;
 - b. Be recognised nationally and/or internationally in their fields of expertise; and

- c. Be able to contribute to the University's national and regional profile and activities.

Nomination

- 4.15. Nominations for adjunct and honorary appointments may occur at any time and are made using the [Honorary and Adjunct Nomination Form](#).
- 4.16. The nominators must:
- a. be familiar with this Procedure and with the expectations of appointees;
 - b. plan with the nominee the nature of the collaboration and expectations, and ensure that these are in keeping with the strategic direction of the University;
 - c. specify the preferred duration of the appointment;
 - d. consider the qualifications and experience of the nominee against the eligibility expectations outlined in this Procedure when making a nomination;
 - e. explain the nature and expected outcomes clearly in the nomination form, noting that a nomination that does not demonstrate clear value may not be approved; and
 - f. ensure that appropriate evidence of support from the relevant senior manager is included with the nomination.
- 4.17. In order to manage the expectations of the nominee, the nominator must make it clear to nominees that a nomination is not a guarantee of appointment and avoid making commitments regarding the level of appointment.
- 4.18. Appointments to adjunct and honorary positions must be approved at the following levels:
- a. **Visiting Fellows** must be approved by the head of the relevant college or institute
 - b. **Teaching and Research, Research-only** appointments and **University Fellows** must be approved by the Provost following endorsement by the relevant Pro Vice-Chancellor or the head of the relevant college or institute
 - c. **Charles Darwin Distinguished Fellows** must be approved by the Vice-Chancellor
- 4.19. The approver will notify successful nominees in writing and inform the nominators of the decision. The approver will copy People & Capability into the approval for entry into relevant systems.
- 4.20. In addition to the nomination process, the Vice-Chancellor may at any time make honorary appointments that are of strategic value to the University.
- 4.21. Where the Vice-Chancellor may have a real, potential or perceived conflict of interest in such an appointment or in the appointment of a Charles Darwin Distinguished Fellow, they will refer the matter to the Provost in accordance with the [Conflicts of Interest Policy](#).

Appointment Review, Renewal and Cancellation

- 4.22. Four months prior to the end of an adjunct or honorary appointment, the nominator and the head of the relevant college or institute will review the extent to which the appointment achieved its original objectives.
- 4.23. An appointment may be extended by renewal. Nominations for renewal follow the same process and are subject to the same expectations as new nominations.
- 4.24. 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, contactable at research.systems@cdu.edu.au.



- 4.25. An adjunct or honorary appointment will normally cease if an appointee accepts any paid employment at the University for longer than six months.
- 4.26. 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, a renewal must be submitted.
- 4.27. 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 Staff Code of Conduct or any other governance document.

Adjunct and Honorary Titles

- 4.28. An adjunct or honorary title conferred by the University under this procedure may only be used in full; for example, “Dr J Smith, University Fellow, Charles Darwin University” or “Dr J Smith, University Fellow, CDU.”
- 4.29. Adjunct and honorary appointees may use their title on business cards and other corporate materials.
- 4.30. The adjunct or honorary title must be acknowledged on publications, presentations, reports and media releases relating to work undertaken as part of the appointment.

Responsibilities and Privileges

- 4.31. Appointees, nominators and the head of the relevant college or institute have a responsibility to maintain regular engagement.
- 4.32. Appointees must comply with the University’s Governance documents and Staff Code of Conduct as a condition of their appointment.
- 4.33. Privileges for appointees include:
 - a. a staff card to access the library and other appropriate buildings and IT services where required;
 - b. library borrowing privileges equivalent to CDU staff, as listed on the CDU website;
 - c. a CDU email account and internet access;
 - d. representation on the University’s website;
 - e. use of University letterhead;
 - f. office accommodation, only if specifically requested, available and appropriate; and
 - g. participation in University Graduation ceremonies.
- 4.34. 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.
- 4.35. When using the University’s address, acknowledgement of the Institute, Centre or College is important but should be attributed second or third in the address line. Attribution to Charles Darwin University should always be first.

Example of the attribution format:

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

- 4.36. Intellectual property that results from an honorary appointment is subject to the [Intellectual Property Policy](#).

Administration

- 4.37. Adjunct and honorary appointments are recorded by the Office of People and Capability and any other areas necessary to enable access to University systems. An annual report of current and new appointments will be provided to the Vice-Chancellors Advisory Committee and to Council for noting.



- 4.38. Appointments are normally voluntary and non-stipendiary. However, remuneration, honorariums and travel assistance may be permissible at the discretion of the head of the relevant college or institute and is the responsibility of the relevant organisational unit.
- 4.39. Planned payments or honorarium details should be provided at the time of nominations, together with a recommendation from the head of the relevant college or institute.
- 4.40. Where justified and 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 travel, accommodation, meals, and minor equipment such as stationery.
- 4.41. All payments to international Visiting Fellows must meet with the requirements of their visa conditions.
- 4.42. Appointees who do not hold Australian citizenship or Australian permanent resident status should note that they are not eligible for Medicare. Appointees in this position are advised to take out private health insurance.
- 4.43. Appointees are advised to take out Personal Injury Including Death Insurance. This is a matter for individual appointees to decide.

5. NON-COMPLIANCE

- 5.1. Non-compliance with Governance Documents is considered a breach of the [Staff Code of Conduct](#) and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.
- 5.2. All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, [Fraud and Corruption Control Policy](#) and [Whistleblower reporting \(Improper Conduct\) Procedures](#).

RELATED AND SUPPORTING DOCUMENTS

Legislation	
Policy	Conflicts of Interest Policy Intellectual Property Policy
Procedures	
Definitions	CDU Glossary

GOVERNANCE

Responsible Executive	Provost
Implementation Officer	Director People and Capability
Category	Management Policy
Approving authority	Vice-Chancellor
Effective date	01 Sep 2021
Review date	01 Sep 2024

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Version	9.00	Pro - Number
Content enquiries	governance@cdu.edu.au	

DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
1.00	25 Aug 2004	Vice-Chancellor	<ul style="list-style-type: none"> Creation of original document and upload to CDU website.
2.00	25 Oct 2005	Vice-Chancellor	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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"> 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	<ul style="list-style-type: none"> Change to library access guide information. Minor change to format template. 1. 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	<ul style="list-style-type: none"> Convert process document to procedure template. 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.

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			<ul style="list-style-type: none"> • 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. • Addition of staff card information • Changed VET lecturer level 1 etc. To VET lecturer level B in line with new EBA. <p>2. Addition of information about MSHR</p>
5.01	12 May 2011	Governance	<ul style="list-style-type: none"> • Changed MSHR to Menzies in line with current practices. • Changes to formatting • Invitations changed from 4-5 times per year to several. <p>3. Adjusted version control from version 4.02 to version 5.00 as document was reviewed by Vice-Chancellor</p>
5.02	11 Nov 2011	Governance	<p>4. Other privileges changed to include Honorariums and travel assistance</p>
5.03	6 Jun 2012	Governance	<ul style="list-style-type: none"> • 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 <p>5. Adjustment to Relevant Definitions</p>
6.00	26 Feb 2014	Vice-Chancellor	<p>6. Major review of document</p>
6.01	11 Feb 2015	Vice-Chancellor	<ul style="list-style-type: none"> • Research Publication and University Affiliation information added. • Minor grammar and formatting amendments <p>7. Addition of hyperlinks</p>
6.02	13 Jan 2016	Vice-Chancellor	<p>8. Responsibility of Nominator' section added.</p>
7.00	13 Dec 2017	Vice- Chancellor	<ul style="list-style-type: none"> • Conversion to new template due to new University branding • Updated hyperlinks • Charles Darwin Distinguished Fellow appointment category added • Changes to the paragraph 'Direct Appointments' to reduce the risk to the University's reputation • Changes to the membership of the Honorary Appointments Committee • Changes to reflect new titles and structure. Replaced Deputy Vice-Chancellor with Provost and VCAG with Executive Leadership Group • Research Outcomes Data Report section added



			<ul style="list-style-type: none">• Replaced HOS/Director with Senior Manager to be consistent with glossary• Removed definitions for HOS and Director• Added definition for staff member, senior manager and senior executive• Contact Officer Governance Secretariat Officer replaced with Coordinator, Executive Recruitment• ID Cards now obtained from the IT Kiosk, not from OPC 9. Added Sponsor, Deputy Vice-Chancellor, Operations
8.00	29 May 2019	Vice-Chancellor	<ul style="list-style-type: none">• Comprehensive review• Amend title to include 'Adjunct and' Honorary Appointments and update to reflect this throughout the document• Amended Sponsor from DVC, Ops to Provost• Under appointments added information about other university staff nominee and removed honorary status from MSHR staff• Added Clinical and Teaching and Research Adjunct Appointments• Removed University Professorial Fellow and Honorary Fellow• Updated Visiting Scholars to Visiting Fellows• Updated relevant faculty Pro Vice-Chancellor to relevant senior manager to reflect structural changes
9.00	1 Sep 2021	Vice-Chancellor	<ul style="list-style-type: none">• complete review of document and procedure