Honorary, Adjunct and Visiting Appointments Policy

Section 1 - Summary

(1) This Policy outlines the circumstances and clarifies the conditions under which honorary, adjunct, and visiting appointments may be made at Victoria University (University). Honorary, adjunct and visiting appointments establish a formal relationship between an individual and the University and are not remunerated.

Section 2 - TEQSA/ASQA/ESOS Alignment

(2) Nil.

Section 3 - Scope

(3) This Policy applies to:

a. All Managers wishing to appoint an honorary, adjunct and/or visiting fellow appointment within the University;
b. All honorary, adjunct and visiting appointees working within the University.

Section 4 - Definitions

(4) Honorary Appointment: Appointments made in recognition of distinguished, conspicuous or significant service to the University, a former member of the University may be engaged in education or research germane to the University and can be conferred the title of Emeritus Professor, Honorary Professor, Vice-Chancellor's Fellow or Honorary Fellow.

(5) Adjunct/Industry Appointments: Appointments which are made to individuals of standing within industry, their profession or the community, or who are experts in their field and can contribute to the University's educational, professional, advisory support and/or research or industry practice on an intermittent or regular basis. Initially this work is for a defined period of not more than three years and then subject to review. Appointment timeframes can vary. Titles which may be conferred include, Adjunct Professor, Adjunct Associate Professor or Adjunct Fellow. The titles of Industry Professor, Industry Associate Professor or Industry Fellow may also be used.

(6) Visiting Appointment: Appointments made to individuals who hold positions within another university or vocational institution and can contribute to the University's educational, professional, advisory support and or/research or industry practice for a defined period of not more than three years in the first instance, subject to review. Appointment timeframes can vary. Titles conferred include, Visiting Professor, and/or Visiting Fellow.

(7) Vice-Chancellor's Fellow: A title that can be given to any Honorary, Adjunct or Visiting Appointee who both meets the normal criteria for an honorary, adjunct or visiting appointment, and is nominated by the Vice-Chancellor to play a particular thought leadership role in an area of strategic importance for the University. For example, an Adjunct Professor can also carry the title of Vice-Chancellor's Fellow or Vice-Chancellor’s Industry Fellow.

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Section 5 - Policy Statement

(8) Victoria University may offer honorary, adjunct and visiting appointments to suitably qualified and experienced individuals whose expertise and contribution in their field will add value to the University in undertaking its educational, research and external engagement missions.

(9) The level of the honorary, adjunct or visiting title conferred on the appointee (category) is dependent on the nature of their contribution to the University. In addition, the recipient of the title will possess educational and/or professional, vocational or industrial qualifications and/or expertise comparable with those expected of a University employee at an equivalent level of appointment.

(10) The title of Vice-Chancellor's Fellow may be given to any honorary, adjunct or visiting appointee, nominated by the Vice-Chancellor to play a particular thought leadership role in an area of strategic importance for the University.

Categories of Appointment

Honorary appointment categories:

(11) Emeritus Professor

a. In recognition of distinguished educational or research service to the University, a former member of the University may be conferred the title 'Emeritus Professor. The appointment provides the recipient with a formal means to continue an association with the University in education, research, advisory support or industrial, professional or vocational activities. The award of the title of Emeritus Professor is normally for life.

(12) Honorary Professor

a. In recognition of conspicuous education or research service to the University, a former senior education or research member of the University may be conferred the title 'Honorary Professor. The appointment provides the recipient with a formal means to continue an association with the University in teaching, research, advisory support or other industrial, professional or vocational activities.

(13) Vice-Chancellor's Fellow

a. In recognition of distinguished service to the University, this is the peak honorary appointment approved only by the Vice-Chancellor. The appointment provides the recipient with a formal means to continue a close association with the University in a variety of activities.

(14) Honorary Fellow

a. In recognition of significant service to the University a former member of the University may be conferred the title 'Honorary Fellow'. The appointment provides the recipient with a formal means to continue an association with the University in education, research, advisory support or other industrial, professional or vocational activities.

Adjunct appointment categories:

(15) Adjunct Professor

a. Adjunct Professors would normally be outstanding leaders in their field and persons of distinction and high achievement. They should possess educational and/or professional, vocational or industrial qualifications and/or expertise comparable with those expected of a University employee at an equivalent level.

(16) Adjunct Associate Professor

a. Adjunct Associate Professors would normally be leaders in their field and should possess educational and/or professional, vocational or industrial qualifications and/or expertise comparable with those expected of a University employee at an equivalent level.

(17) Adjunct Fellow

a. Adjunct Fellows would normally possess educational and/or professional, vocational or industrial qualifications and/or expertise that would benefit the operations of the University, including its education, research, vocational, industrial or professional activities.

Visiting appointment categories:

(18) Distinguished Visiting Professor

a. A Distinguished Visiting Professor must have achieved national or international eminence in their field, have held a position of seniority at another tertiary or equivalent institution and would normally undertake education, research, advisory support or other industrial, professional or vocational activities at the University for a defined period.

(19) Visiting Professor

a. A Visiting Professor must hold a senior education or research appointment at another tertiary or equivalent institution and would normally undertake teaching, research, advisory support or other industrial, professional or vocational activities at the University for a defined period.

(20) Visiting Fellow

a. A Visiting Fellow would hold a position at another tertiary or equivalent institution and normally possess appropriate qualifications and professional expertise commensurate with those expected of education, research or professional staff at the University. The appointee would normally undertake educational, research, advisory support or other industrial, professional or vocational activities for a defined period at the University.

Criteria for Honorary, Adjunct, Visiting and Vice-Chancellor's Fellow Appointments

(21) Any person who is not a member of the University staff or a VU student but who makes, or who may make regular and significant contributions to the education, research and/or scholarship of the University may be eligible for the honorary, adjunct or visiting title deemed appropriate.

Honorary appointments

(22) Honorary appointees are:

a. Highly regarded previous members of staff who have left the University (normally, but not always through retirement) for whom an ongoing association with VU would be of mutual benefit to the individual and VU.A justification for the appointment must be submitted for approval to the relevant delegated officer, in line with the Delegations and Authorisations Policy.

Adjunct and visiting appointments

(23) Adjunct and visiting appointees may be:

a. Eminent members of industry, other universities or international collaborators who work in partnership with the University;
b. Members of national and international business, professional, vocational, industrial and cultural communities and members of other Universities who contribute to the University; or
c. Staff from other organisations recognised for their contribution, or potential contribution to the University.

(24) An appointment may be made where there is a demonstrated parallel between the individual's skills, experience and abilities and the University's needs. A justification for appointment must be submitted for approval to the relevant delegated officer, in line with the Delegations and Authorisations Policy.

Vice-Chancellor's Fellow appointments

(25) Vice-Chancellor's Fellow appointees are:

a. Honorary, adjunct or visiting appointees, nominated by the Vice-Chancellor to play a particular thought leadership role in an area of strategic importance for the University.

Conditions of Honorary, Adjunct and Visiting Appointments

(26) The appointment does not establish an employment relationship between the appointee and the University.

(27) The appointment is honorary in nature and does not carry any remuneration; however, appointees may receive reimbursement for reasonable out-of-pocket expenses while performing relevant activities for the University.

(28) Appointees may undertake some incidental and limited paid (including allowances) employment or engagement at the University but this must be supplemental to the purpose of their honorary appointment. It cannot be the basis of the appointment.

(29) The making of an honorary, adjunct or visiting appointment cannot be used as an alternative to the normal competitive recruitment and appointment processes undertaken by the University for the employment of academic/teaching/research staff.

(30) Where an honorary, adjunct or visiting appointee is to be offered some paid remuneration they must be issued with a separate contract of employment. These arrangements must follow normal employment procedures and meet industrial and other requirements such as visa requirements in the case of appointees from overseas. Such employment or engagement should be confined to particular defined activities.

(31) The honorary, adjunct or visiting title will correspond with the level of the appointment. The appointees will be referred to, and refer to themselves, using the full title, for example, Adjunct Professor, Distinguished Visiting Professor or Emeritus Professor.

(32) Titles may be used during the term of the appointment when carrying out any activity which forms part of their contribution to the University.

(33) The award of the title of Emeritus Professor is normally for life, unless otherwise terminated by the University, and may be used in any situation where an equivalent education and research title would normally be used.

(34) The University may provide and make available to the appointee a number of services and support as outlined in clause (47).

(35) Appointees may remain in employment outside the University and give their time to the University in accordance with the agreed activities to be contributed to the University.

(36) Where the appointee is required to undertake activities which require a Working with Children Check, they must

comply with the requirements outlined in Part H – Pre-Employment Checks of the Recruitment and Selection Procedure before their appointment is confirmed.

(37) International adjunct or visiting appointments are conditional on the appointee obtaining and paying for any personal accident or private health insurance that is required by VU whilst in Australia.

(38) If a visa or working permit is required for work purposes, a certified copy must be provided to People and Culture prior to the commencement of the appointment.

(39) Termination of appointments prior to their formal end date will be assessed on a case by case basis and will be in accordance with the conditions outlined in the letter of appointment and relevant University policies and procedures.

Contributions to University by Adjunct and Visiting Appointees

(40) The activities of the adjunct and visiting appointee may include, but are not limited to:

a. providing specialist lectures and seminars;
b. assisting in collaborative research projects;
c. providing experience/advice in the purchase, maintenance and use of equipment and/or facilities;
d. mentoring junior staff;
e. supporting coursework students, eg on placement;
f. encouraging networking arrangements for staff and students with industry and international partners;
g. providing strategic input to VU Senior Management;
h. attending professional forums, conferences and seminars;
i. acting as a master craftsman/writer in residence or other activities in support of teaching and learning; and
j. assisting in other areas of opportunity identified by the University.

Limitations of Duties by Honorary, Adjuncts and Visiting Appointees

(41) With the exception of Emeritus Professor, the honorary, adjunct or visiting appointee does not have the authority to represent or hold themselves out to any third party that they act as agent, employee or partner of the University or has power or authority to directly or indirectly to bind the University.

(42) The title is conferred for courtesy and ceremonial purposes only and does not entitle the appointee to be a member of the University. However, when attending at a conference, for example, on behalf of the University, the appointee may refer to their association with VU through the use of the appropriate adjunct or visiting title.

(43) Accordingly, with the exception of Emeritus Professors, appointees are not eligible to be members of the Academic Board or other University committees (other than those with provision for external committee representation).

(44) Appointees are not eligible to apply for internally advertised positions.

Rights and Responsibilities of Honorary, Adjunct and Visiting Appointees

Honorary appointees

(45) Honorary Appointees:

a. are entitled to the use of honorary titles in any situation where an honorary title would normally be used;
b. are required to comply with the University statute, regulation and policy, including codes of conduct, that relate to their activities, including specific policies of the relevant organisational unit with which they are associated.

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c. Emeritus Professors only are eligible to be members of University and hence eligible to be members of the Academic Board and other University committees.

Adjunct and visiting appointees

(46) Adjunct or visiting appointees:

a. are entitled to the use of their adjunct or visiting titles only when carrying out an activity that forms part of their contribution to the University,
b. are required to comply with the University statute, regulation and policy, including intellectual property, that relate to their activities, including specific guidelines of the relevant organisational unit with which they are associated.

Support provided to Honorary, Adjunct and Visiting Appointees by the University

(47) The University will provide support required in order for them to carry out their activities as agreed and may include:

a. secretarial support;
b. use of library and related services;
c. reasonable access to computer facilities;
d. access to workshops;
e. reasonable access to telephone, e-mail and internet services;
f. access to some funds to facilitate innovative VU related teaching and/or research activities to be undertaken; and
g. office space, which may be offered at the discretion of the manager of the organisational unit with which they are associated.

Section 6 - Procedures

(48) Honorary, Adjunct and Visiting Appointments Procedure

Status and Details

Status	Current
Effective Date	24th June 2021
Review Date	24th June 2026
Approval Authority	Vice-Chancellor
Approval Date	22nd June 2021
Expiry Date	Not Applicable
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Simone Wright Chief People Officer +61 3 9919 5447
Enquiries Contact	Simone Wright Chief People Officer +61 3 9919 5447 Capability, Culture and Talent

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