

# Honorary, Adjunct and Visiting Appointments Procedure

## Section 1 - Purpose / Objectives

(1) Nil.

## Section 2 - Scope / Application

(2) Nil

## Section 3 - Definitions

(3) See section 2 of the Honorary, Adjunct and Visiting Appointments Policy for definitions of honorary, adjunct and visiting appointments and section 3.1 of the Policy for categories of appointment (title/level).

## Section 4 - Policy/Regulation

(4) [Honorary, Adjunct and Visiting Appointments Policy](#)

## Section 5 - Procedures

### Recommendation for honorary, adjunct and visiting appointments

(5) Applications for making honorary, adjunct and visiting appointments are normally generated by the work unit where the appointee will be located, with the guidance of their nominated People and Culture Advisor, with the exception of applications for Distinguished University Fellow appointments which are generated by the Vice-Chancellor.

(6) A ' recommendation for honorary, adjunct and visiting appointment' form must be completed and submitted to People and Culture after being authorised in line with the People and Culture Delegations Policy.

(7) The recommendation will require the following details/attachments:

- a. An outline of the nature of the activities to be undertaken which clearly establishes the potential contribution the nominated individual may make to the University, including the expected results and alignment with VU's strategic direction;
- b. The term of the proposed appointment, including the date on which the appointment will cease;
- c. A Curriculum Vitae of the appointee clearly detailing educational and/or professional, vocational or industrial qualifications and/or expertise;
- d. The name and position title of the staff member who will provide guidance to the appointee for the duration of the appointment;

- e. Whether or not immigration procedures are required. If a visa is required, a certified copy must be attached, or provided to People and Culture prior to commencement.
- f. Whether or not any form of reimbursement is required:
  - i. honorary, adjunct and visiting appointees may be reimbursed for out of pocket expenses such as accommodation, airfares and other expenses associated with their appointment. Details of these expenses must be specified on the form and are subject to the requirements of an 'honorary, adjunct and visiting appointment'. The appointee will be reimbursed by the Finance Department upon presentation of receipts detailing the expenses; and
  - ii. if other forms of payment/allowances are requested, then the appointment is not honorary and hence not covered by this policy. In this instance, you will need to consult with your People and Culture Advisor, in the first instance, to discuss the most appropriate form of engagement, which could include an employment contract or independent contractor arrangement depending on the circumstances.
- g. Any facilities and/or resources that will be provided to the appointee during their appointment.

## **Appointment Process**

(8) A letter of appointment will be prepared and forwarded by the People and Culture. This letter will include:

- a. details of the appointment;
- b. an outline of the activities the appointee will be expected to undertake;
- c. notification of any specific facilities or resources that will be provided;
- d. name and position title of the staff member responsible for providing guidance to the appointee;
- e. details of the Vice-Chancellor's right to withdraw the appointment by written notification; and
- f. date of annual review, if appropriate.

(9) An honorary, adjunct or visiting appointment and title can only be conferred when the individual has formally returned their letter of acceptance.

## **Induction**

(10) Honorary, adjunct and visiting appointees must be provided a workplace induction by their work unit and, where feasible, the appointee will be required to attend any appropriate formal induction programs.

## **Annual review of adjunct and visiting appointments**

(11) An annual review of all adjunct and visiting appointments of greater than 12 months is mandatory to ensure that the specific contribution to the University is being received, and that the support provided to the appointee is still appropriate.

(12) The Head of School or Research Institute/Centre Director will be required to complete the 'Annual Review Checklist' for the Annual Review at the time stipulated in the appointment letter. A more detailed review will be required when the appointment is to be renewed.

## **Renewal of honorary, adjunct and visiting appointments**

(13) A decision to renew an honorary, visiting or adjunct appointment beyond the initial term will be made following a more comprehensive review of the appointee's contribution to the University during the period of appointment.

(14) The detailed review should:

- a. Identify the contribution made by the appointee to the University over the period of initial appointment and

include a specific statement on completed projects and achievements.

- b. Demonstrate the ways in which the appointee's activities have 'added value' to VU's teaching, research, vocational, industrial or professional activities and/or advisory support.
- c. Include input from any member of the organisational unit with which the appointee is associated.
- d. Consider the relevance of the current title or if the individual has demonstrated his/her suitability for an alternative title.
- e. Include any completed 'annual review checklists'.

(15) Recommendation for renewal of adjunct and visiting appointments must:

- a. Cite the nature of the continuing benefits to the University and outcomes of the detailed review undertaken, as outlined above.
- b. Be recommended and approved in line with the People and Culture Delegations Policy.
- c. Be forwarded, with the relevant approvals, to People and Culture for preparation of valid letter of appointment.

## **Termination**

(16) The Vice-Chancellor may revoke an honorary, adjunct or visiting appointment following a recommendation by the relevant delegate:

- a. in circumstances where an annual review process identifies that the anticipated contributions and the expected outcomes of the appointment have not been met;
- b. where it is in the best interest of the university to do so.

(17) The appointee may terminate their appointment by giving the University two weeks written notice.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	3rd September 2014
<b>Review Date</b>	30th June 2019
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	3rd September 2014
<b>Expiry Date</b>	24th June 2021
<b>Accountable Officer</b>	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
<b>Responsible Officer</b>	Simone Wright Chief Human Resources Officer 9919 5447
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