Honorary, Adjunct and Visiting Appointments Procedure

Section 1 - Summary

(1) The purpose of this Procedure is to outline the processes by which Victoria University (University) supports honorary, adjunct and visiting appointments. This Procedure should be read in conjunction with the Honorary, Adjunct and Visiting Appointments Policy.

Section 2 - TEQSA/ASQA/ESOS Alignment

(2) Nil.

Section 3 - Scope

(3) This Procedure applies to:

a. All Hiring Managers wishing to recommend an honorary, adjunct and/or visiting 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

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Professor can also carry the title of Vice-Chancellor's Fellow or Vice-Chancellor's Industry Fellow.

Section 5 - Policy/Regulation

(8) Honorary, Adjunct and Visiting Appointments Policy

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Appointee	Ensure that they meet all of the responsibilities and conditions of a honorary, adjunct, visiting or professional appointment as outlined in the Honorary, Adjunct and Visiting Appointments Policy and these Procedures.
Manager / Supervisor	Complete all required procedures when requesting an honorary, adjunct and visiting appointments as outlined in this document.
People and Culture	Provide advice where necessary on honorary, adjunct and visiting appointments. Responsible for processing appointment contracts and maintaining central records for all related documentation.

Part B - Recommendation for Honorary, Adjunct and Visiting Appointments

(9) 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. The exception is applications for Vice-Chancellor's Fellow appointments which are generated by the Vice-Chancellor.

(10) A Recommendation for Honorary, Adjunct and Visiting Appointments form (HR 65) must be completed and submitted to People and Culture after being authorised in line with the Delegations and Authorisations Policy.

(11) 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 the University's strategic direction.
b. The term of the proposed appointment, including the date on which the appointment will cease.
c. The appointee's Curriculum Vitae which clearly details their 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 the appointee's commencement. If the appointee does not hold the relevant visa, then the People and Culture Advisor will commence the visa application process once all necessary documentation has been provided.
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 Procedure. 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.

Part C - Appointment Process

(12) 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.

(13) Honorary, adjunct and visiting appointments and titles can only be conferred when the individual has formally returned their letter of acceptance.

Part D - Induction

(14) 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 or view online any appropriate formal induction programs.

Part E - Annual Review of Adjunct and Visiting Appointments

(15) 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.

(16) The Executive Dean or Research Institute/Centre Director will be required to complete the HR85 - Annual review checklist for honorary, adjunct or visiting appointments form 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.

Part F - Renewal of Honorary, Adjunct and Visiting Appointments

(17) 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.

(18) 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 or feedback 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 HR85 - Annual review checklist for honorary, adjunct or visiting appointments form.

(19) 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 Delegations and Authorisations Policy.
c. Be forwarded, with the relevant approvals, to People and Culture for preparation of a valid letter of appointment.

Part G - Termination

(20) 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.

(21) Any appointment that is revoked will be done so in writing.

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

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