

Honorary Appointments Policy

Section 1 - Purpose

(1) The purpose of an honorary appointment is to ensure the University is able to maximise the academic and professional talent in the broader community so as to enrich the student experience and advance the University's Research, and Teaching and Learning objectives.

(2) Such appointments also acknowledge the extensive contribution to teaching, research, academic programs, and professional leadership that persons who are not employed by the University make to its every day operation. The University confers an honorary academic title on such persons to recognise the existence of a collaborative relationship.

Section 2 - Scope

(3) The provisions of this policy cover the following categories:

- a. Conjoint appointments; and
- b. Visiting appointments.

Section 3 - Policy Principles

(4) An honorary appointment will not be made where the person is a current employee of the University, nor where the person is an enrolled student of the University.

(5) An honorary appointee may make contributions across faculties.

(6) An honorary appointment does not constitute an employer/employee or independent contractor relationship between the individual and the University.

(7) The honorary appointee will use the word "Conjoint or Visiting" before their academic title in any correspondence or documents during the term of the appointment.

(8) Honorary appointees are to abide by University statutes, regulations and policies whilst undertaking activities relating to their appointment. Any breach or suspected breach of policy or any conduct which, in the opinion of the University, is likely to bring the University or any of its related entities into disrepute may result in withdrawal of the honorary title and/or relationship.

(9) Reviews of conjoint appointments will take place when the current conjoint appointment expires or in the Triennial Review (commencing December 2011), whichever is the sooner.

(10) A proposal for a conjoint appointment at the level of Associate Professor or Professor will be considered by the Vice-Chancellor following

- a. Recommendation by the Pro Vice-Chancellor; and

- b. Recommendation by the Professorial Conjoint Advisory Committee, comprising: Deputy Vice-Chancellor (Academic) as chair; Deputy Vice-Chancellor (Research and Innovation) and President of Academic Senate.

(11) A proposal for a conjoint appointment up to Senior Lecturer can be approved by the relevant Pro Vice-Chancellor on advice of the relevant Faculty Executive and one member of another Faculty Executive, at Professorial level, within the University.

(12) A conjoint appointee will be expected to meet specific criteria, outlined in Section 8 below, before being awarded an academic title

(13) Visiting appointments will be approved by the Pro Vice-Chancellor of the relevant Faculty.

Section 4 - Use of Title

(14) The following titles are to be used for honorary appointments:

- a. Conjoint or Visiting Professor
- b. Conjoint or Visiting Associate Professor
- c. Conjoint or Visiting Senior Lecturer
- d. Conjoint or Visiting Lecturer
- e. Conjoint or Visiting Fellow
- f. another title approved by the Vice-Chancellor.

(15) The use of the academic title is contingent upon the individual:

- a. contributing to the University's activities as outlined in the letter of offer of appointment; and
- b. upholding the agreed academic standards, policies and procedures of the University.

(16) In the case of a Visiting appointment, the academic title will be at the same level as the individual holds at their employer institution.

Section 5 - Contribution of Honorary Appointees

(17) Honorary appointees will contribute to one or more of the following academic activities:

- a. teaching and education;
- b. research/academic leadership;
- c. professional leadership;
- d. professional service and community engagement.

Section 6 - Support for Honorary Appointees

(18) The University will, at the time of offer, identify specific resources and/or facilities that it will make available to support the contribution by the honorary appointee. Additional resources may be discussed with, and determined, by the Head of School or Pro Vice-Chancellor.

Section 7 - Review of Honorary (Conjoint) Appointment

(19) Honorary (Conjoint) appointments are approved for a period of three (3) years. Reappointment, including consideration of appointment to a higher level, will be undertaken when the current conjoint appointment expires or in the Triennial Review (commencing December 2011), whichever is the sooner. A Pro Vice-Chancellor may initiate a review of a conjoint appointment at any time should an appropriate need arise. In each instance the appointment process and the criteria for assessment are to apply.

Section 8 - Assessment Criteria for Honorary (Conjoint) Appointment

(20) Assessment Criteria are as follows:

- a. The extent of expected contribution of the applicant to the achievement of the University's strategic goals.
- b. The applicant's academic standing in any one, or combination of, research, teaching and learning, and community.
- c. The applicant's eligibility in terms of academic qualifications, and demonstrated skills and experience in accordance with the Criteria for Assessing the Level of Conjoint Appointment of the [Conjoint Appointment Guidelines](#).

Status and Details

Status	Historic
Effective Date	27th November 2007
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Approval Authority	Vice-Chancellor
Approval Date	27th November 2007
Expiry Date	11th December 2019
Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
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Glossary Terms and Definitions

"Academic Senate" - The Academic Senate of the University as described in the University of Newcastle Act 1989.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Applicant" - Where referring to a student, an applicant is an individual seeking entry to a program or course offered by the University or its partner organisation/s. For all other uses of this term, the generic definition applies.

"Conjoint appointment" - Appointment of a person who is not employed by the University of Newcastle and who makes a significant contribution to the teaching, research and academic activities of the University without remuneration in the form of salary.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Term" - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

"Visiting appointment" - Appointment of an academic who is invited from an interstate or overseas institution to contribute to the academic activities of the University without remuneration in the form of salary.