

Honorary Appointments Procedure

Section 1 - Introduction

(1) This procedure supports the implementation of the Honorary Academic Titles Policy and must be read in conjunction with that document.

Section 2 - Scope

(2) This procedure outlines the processes for the following types of honorary academic appointments:

- a. Conjoint;
- b. Clinical;
- c. Adjunct; and
- d. Honorary.

Section 3 - General Procedural Principles

New Appointment

(3) An honorary appointment application can be considered at any time throughout the year.

(4) Candidates must complete the [Honorary Appointment Application form](#) and identify their contributions to one (1) or more of the following:

- a. teaching;
- b. research; and/or
- c. engagement.

(5) The application must include certified copies of qualifications and a current Curriculum Vitae (CV).

(6) Applications for appointment to Conjoint Professor, Clinical Professor, Adjunct Professor, and Honorary Professor must also include three (3) written references where at least two (2) of the referees must be from person(s) of international standing who are external to the University and at professorial level or equivalent.

(7) The Head of School, or equivalent, will assess the application considering the specific roles and contributions to be undertaken by the candidate.

(8) The Head of School, or equivalent, will make a recommendation to the relevant Pro Vice-Chancellor, or equivalent.

(9) An honorary appointment will be approved in accordance with the Delegations Register.

(10) The Pro Vice-Chancellor, or equivalent will either approve or not approve the appointment for up to three (3) years and in line with the triennial review cycle as per Table 1.

Table 1

Honorary category	Honorary title	Approval delegation
Conjoint	Conjoint Associate Professor Conjoint Senior Lecturer Conjoint Lecturer Conjoint Associate Lecturer	Pro Vice-Chancellor or equivalent
Clinical	Clinical Associate Professor Clinical Senior Lecturer Clinical Lecturer Clinical Associate Lecturer	Pro Vice-Chancellor or equivalent
Adjunct	Adjunct Associate Professor Adjunct Senior Lecturer Adjunct Lecturer Adjunct Associate Lecturer	Pro Vice-Chancellor or equivalent
Honorary	Honorary Associate Professor Honorary Senior Lecturer Honorary Lecturer Honorary Associate Lecturer	Pro Vice-Chancellor or equivalent

(11) For Conjoint Professor, Clinical Professor, Adjunct Professor, Adjunct Professor of Practice and Honorary Professor appointments, the Pro Vice-Chancellor, or equivalent, will make a recommendation to the Pro Vice-Chancellor (Academic Excellence).

(12) The Pro Vice-Chancellor (Academic Excellence) will make an independent assessment of each application, for final recommendation to the Vice-Chancellor.

(13) The Vice-Chancellor will either approve or not approve the appointment for up to three (3) years and in line with the triennial review cycle.

Letter of Offer

(14) The Head of School, or equivalent, will write to the successful candidate using the template. The letter of offer must be signed by the candidate and returned to the University prior to commencement of duties.

(15) The Head of School, or equivalent, will advise the unsuccessful candidate in writing of the outcome.

(16) The approved application will be provided to Human Resource Services for processing and record keeping.

Section 4 - Renewal

(17) Renewal of an honorary appointment will be undertaken when the current honorary appointment expires or at the conclusion of the triennial period, whichever is the sooner.

(18) Title holders are invited to express their interest in continuing their appointment with a brief statement confirming their current and future contributions, provide an updated Curriculum Vitae (CV) and confirm their current employment status.

(19) The Head of School, or equivalent, will review each appointment and provide a list of recommendations to the Pro Vice-Chancellor.

(20) The Pro Vice-Chancellor, or equivalent, will either approve or not approve the reappointment for up to three (3) years in line with the triennial review cycle.

(21) The Head of School, or equivalent, will write to the successful candidate(s) using the renewal template (see [here](#)).

(22) The Head of School, or equivalent, will advise the unsuccessful candidate(s) in writing of the outcome.

(23) The approved renewal(s) will be provided to Human Resource Services for processing and record keeping.

Section 5 - Withdrawal of Honorary Appointment

(24) The honorary appointee can terminate their association with the University at any time.

(25) The University reserves the right to withdraw the academic title and any associated conditions if the Pro Vice-Chancellor, Head of School, Chief People and Culture Officer or any role senior to these positions, considers that the title holder:

- a. is no longer contributing to the research, teaching and/or service and engagement; or
- b. has failed to comply with the terms in their letter of offer; or
- c. has acted in a way that is inconsistent with the University's strategic priorities; or
- d. has breached the University of Newcastle's [Staff Code of Conduct](#) or another relevant University policy which, is likely to bring the University or any of its related entities into disrepute; or
- e. has changed or ceased their external employment, justifying the withdrawal of the academic title.

Status and Details

Status	Current
Effective Date	11th November 2020
Review Date	11th November 2023
Approval Authority	Chief People and Culture Officer
Approval Date	19th October 2020
Expiry Date	Not Applicable
Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
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Glossary Terms and Definitions

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

"Candidate" - With regard to Higher Degree by Research it has the same meaning as student. For all other instances it is a person considered for appointment to a position.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.