

Honorary Appointments Vice-Chancellor's Directive

Abstract

This Directive sets out the conditions for honorary appointments and the process by which an appointment will be authorised.

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Related documents	Intellectual Property Policy Research-Generated Intellectual Property and Commercialisation Vice-Chancellor's Directive Code of Conduct Acceptable Use of Information Technology Facilities Implementing Child Protection Legislation Guidelines Policy on University Honours (includes the process for conferral of the title of Emeritus Professor) Honorary appointments forms: <ul style="list-style-type: none"> • Adjunct Professor Appointment form • Other Honorary Appointments form Travel approval form (PDF) Mac OSX users: to use this form, save to your computer then open; the form does not open in OSX browsers)	
Legislation		
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1. Purpose

This Directive sets out the conditions for honorary appointments, entitlements and obligations for honorary appointees and the process by which an appointment will be authorised.

An honorary appointment may be made to faculties, institutes (as defined in section 2) and other organisational units approved by the Provost.

2. Definitions

For the purposes of this Directive, **Institute** refers to the Institute for Sustainable Futures (ISF).

The following have the **Right to Work in Australia**:

- Australian citizens
- Australian permanent residents
- New Zealand citizens who entered Australia on a current New Zealand passport and were granted a visa with work entitlements on arrival
- non-Australian citizens holding a valid visa with work entitlements.

3. Directive principles

The University, through its current vision and strategic plan, has identified the need to be renowned as a leader in collaborative research and education. UTS will be a preferred partner of industry, business, government and the professions. Honorary appointments promote the University's leadership by facilitating these partnerships.

Appointments to honorary positions can be divided into two groups:

- (a) appointments of a longer term nature as an Adjunct Professor or Associate where the appointee has an attachment to a faculty or institute which would be considered ongoing
- (b) appointments of a shorter term nature as a Visiting Professor, Visiting Fellow or Visiting Scholar where the appointee may be visiting from overseas or interstate for a specific purpose.

Alternative titles for honorary appointments may be approved in order to recognise the standing and esteem, and nature of contribution to and relationship with UTS of the honorary appointee. This Directive sets out alternative titles for some honorary appointments. Other alternative titles could apply to a particular program of honorary appointments or the appointment of an exceptional individual, subject to approval by the following:

- (a) Provost for honorary appointments equivalent to Adjunct Professor, or

- (b) Deputy Vice-Chancellor (Research) for honorary appointments equivalent to Associates, Visiting Professor, Visiting Fellow or Visiting Scholar in which case the Deputy Vice-Chancellor (Research) will also be the approval authority for the appointment(s).

Appointees to honorary positions will be selected based on their ability to contribute positively to the University's objectives, values and culture. Appointments will be made having regard to the University's strategic objectives, including those related to representation of women. Honorary appointments are made in accordance with principles of equal opportunity and therefore on the basis of merit and without regard to irrelevant factors.

Honorary appointments will be made in accordance with the procedures set out within this Directive. Re-appointments or renewals are handled by following the same procedures as for an appointment.

4. Directive statements

4.1 Long-term appointments

4.1.1 Appointment of Adjunct Professors

Appointment as an Adjunct Professor will be on the basis of the appointee's recognition among peers in the business, professional or cultural communities or in the public sector. These appointments will be made selectively to ensure the continuing high status of these positions.

(a) Eligibility

UTS Adjunct Professors will be persons of distinction and high achievement and normally will hold simultaneously (or be a retiree from) an appropriate position in industry, business, the professions, government or the community. Current or retired UTS staff or staff from other universities will not normally be appointed to Adjunct Professorships.

(b) Number of appointments

Each faculty/institute will set as a goal the appointment of at least two Adjunct Professors by the completion of each calendar year. There is no limit to the number of appointments to be made across the University each year. However, it is expected that these distinctions will be awarded with care and attention to the continuing high status of the position.

(c) Joint appointments

Appointments of Adjunct Professors may be made jointly by two or more faculties and/or institutes and the University encourages Deans and Directors to consider such appointments, especially where potential research and/or teaching synergies could be enhanced.

(d) Criteria for appointment of Adjunct Professors

In determining suitability of persons for appointment, the following criteria will be considered:

- (i) recognition of distinction and high achievement in the professional, business or cultural communities
- (ii) significant advantages to the University in its commitment to teaching, research, and community service.

Proposals for the appointment of Adjunct Professors will be made on the [Adjunct Professor Appointment form](#) and be accompanied by the curriculum vitae for the proposed appointee. The proposal will demonstrate that the appointment meets the above appointment criteria.

(e) Approval process

Deans and Directors should forward proposals for Adjunct Professors to the Deputy Vice-Chancellor (Research). Proposals will be prepared in accordance with the requirements set out in section 4.1.1(d) above.

Appointments of Adjunct Professors require the approval of the Provost, normally after receiving support from the Honorary Appointments Reference Group. The Reference Group comprises:

- Deputy Vice-Chancellor (Research) — Reference Group Convenor
- Deputy Vice-Chancellor (Education and Students)
- Chair of Academic Board
- up to two additional members to the Group appointed by the Deputy Vice-Chancellor (Research).

The Deputy Vice-Chancellor (Research) may seek advice from others in relation to specific proposals for appointments.

(f) Term of appointment

The Provost may approve the appointments of Adjunct Professorships for periods of up to three years. The offer of appointment will be made by the Human Resources Unit (refer to section 4.6).

(g) Duties

The precise nature of the duties of each appointment will be the subject of negotiation between the individual and the Dean or Director. However, these will be clearly spelled out in proposals recommending appointment (refer to section 4.3 for duties that honorary appointee may be asked to perform).

(h) Reporting

Appointments to Adjunct Professorships will be reported to Council by the Provost and listed in the University Calendar.

4.1.2 Appointment of Associates

Persons appointed to the title 'Associate of the Faculty/Institute' will be professional practitioners or academics who are engaged by a faculty/institute on an ongoing basis to provide advice and contribute to the work of the faculty/institute (refer to section 4.3 for duties that honorary appointee may be asked to perform).

Nominations for Associates will be made on the [Other Honorary Appointments form](#). Deans and Directors may approve such appointments for periods of up to three years. Deans and Directors may approve the title of 'Research Associate' or 'Clinical Associate' for such appointments or recommend an alternative title to the Deputy Vice Chancellor (Research) in accordance with section 3 of this Directive.

Offers of appointment as Associates will be made by the Human Resources Unit (refer to section 4.6).

4.2 Short-term appointments

4.2.1 Visiting Professors

Persons appointed to Visiting Professorships will normally:

- (a) hold simultaneously a position as professor in another university either within Australia or overseas, or
- (b) be a senior academic from within Australia or overseas who is deemed to be worthy of the title by virtue of his/her academic eminence, or
- (c) be a senior practitioner from within Australia or overseas who is deemed to be worthy of the title by virtue of his/her professional eminence and be visiting the University for a finite period in order to engage in scholarly activity.

Nominations for Visiting Professors will be made on the [Other Honorary Appointments form](#). Deans and Directors may approve such appointments for up to two years. Deans and Directors may approve the title of 'Visiting Research Professor' for such appointments. To recognise the standing and esteem of an exceptional individual, Deans and Directors may recommend the title of Distinguished Visiting Professor or other alternative title to the Deputy Vice-Chancellor (Research) in accordance with section 3 of this Directive.

Offers of appointment as Visiting Professors will be made by the Human Resources Unit (refer to section 4.6).

4.2.2 Visiting Fellows

Persons appointed as Visiting Fellows will normally hold simultaneously:

- (a) a position as an academic other than Professor in a University either within Australia or overseas, or
- (b) a position as a practitioner either from within Australia or overseas and be deemed worthy of the title by virtue of his/her professional eminence, and be visiting the University for a finite period in order to engage in scholarly activity.

Nominations for Visiting Fellows will be made on the [Other Honorary Appointments form](#). Deans and Directors may approve such appointments for up to two years. Deans and Directors may approve the title of 'Visiting Research Fellow' for such appointments or recommend an alternative title to the Deputy Vice Chancellor (Research) in accordance with section 3 of this Directive.

Offers of appointment as Visiting Fellows will be made by the Human Resources Unit (refer to section 4.6).

4.2.3 Visiting Scholars

Persons appointed as Visiting Scholars will normally hold simultaneously a position at another tertiary institution as:

- (a) a PhD student, or
- (b) an academic staff member who does not meet the criteria for appointment as either a Visiting Fellow or Adjunct Professor and be visiting the university for a finite period in order to engage in scholarly activity.

Nominations for Visiting Scholars will be made on the [Other Honorary Appointments form](#). Deans and Directors may approve such appointments for up to two years. Deans and Directors may approve the title of 'Visiting Research Scholar' for such appointments or recommend an alternative title to the Deputy Vice Chancellor (Research) in accordance with section 3 of this Directive.

Offers of appointment as Visiting Scholars will be made by the Human Resources Unit (refer to section 4.6).

4.3 Duties of honorary appointees

Honorary appointees may be asked to perform duties, which may include but are not limited to the following:

- identification of opportunities for research collaboration and participation in research including through joint research programs and grant applications (however, honorary appointees are not entitled to hold the position of lead Chief Investigator or equivalent on any research project awarded to UTS, unless approved by the Dean of the relevant faculty or institute)
- limited postgraduate student supervision and/or assessment of senior undergraduate or postgraduate students
- contribution to curricula and/or teaching (including guest lectures, participation in the delivery of executive education/short courses, etc)
- contribution to activities associated with developing the University's relationship with the professions, industry and community
- representation of UTS in professional forums, conferences and public seminars
- contribution to the profile and reputation of UTS through public dissemination of knowledge and intellectual engagement (including contributing to 'The Conversation')
- staff and/or student engagement, development or mentoring.

Honorary appointees are expected to attend the University at such times as are necessary to meet commitments associated with the appointment and contribute to the work of the faculty/unit in such ways as are agreed as part of the appointment.

4.4 Entitlements and obligations of honorary appointees

The positions of Adjunct Professor, Associate, Visiting Professor, Visiting Fellow and Visiting Scholar are honorary but confer on the recipient similar rights and privileges and obligations to that of a member of the academic staff of the University in respect of the use of the University Library and IT services. Honorary appointees are expected to discharge the duties associated with their honorary appointments in accordance with the host faculty and UTS strategic plans, and relevant UTS policies and instruments including the UTS Code of Conduct.

The Dean or Director may approve the reimbursement of expenses reasonably associated with the duties of an honorary appointee.

Honorary appointees will *not* normally receive remuneration (including honorarium, consultancy fee or other salary payment). However, if they have the Right to Work in Australia (see section 3), they are not precluded from receiving remuneration for undertaking specific assignments for a faculty or institute for which they will be issued with a separate contract.

An honorary appointee who is not an Australian citizen or resident must obtain an appropriate visa from the Department of Immigration and Citizenship (DIAC) in order to take up their honorary appointment and receive reimbursement of expenses or any form of payment from UTS. Where required by DIAC, UTS will sponsor the visa of an honorary appointee. Sponsored honorary appointees are obliged to provide information requested by UTS in order to meet DIAC requirements.

Legislation pertaining to child protection places the same obligations on honorary appointees as paid employees, as detailed in the University's [Implementing Child Protection Legislation Guidelines](#).

4.5 Intellectual property

Refer to the UTS [Intellectual Property Policy](#) and [Research-Generated Intellectual Property and Commercialisation Vice-Chancellor's Operational Directive](#) on its implementation.

4.6 Insurance

As honorary appointees are not employees of the University, they are not covered by the University's workers' compensation insurance. However, honorary appointees are covered by the following UTS insurance policies when engaged in activities on behalf of the University:

- public liability and professional indemnity insurance
- personal accident insurance for limited expenses which are not covered under Medicare or private medical insurance.

Any accident or incident involving an honorary appointee should be reported to Safety and Wellbeing in the Human Resources Unit.

Honorary appointees are covered by the University's travel insurance when they are engaged in activities on behalf of the University or travelling directly to or from such activities. To ensure that this cover is in place, a [travel approval form](#) (PDF) must be completed.

4.7 Offer of appointment to an honorary position

Nominations for all honorary appointments will be made on the appropriate Human Resources Unit form and be approved by the authority identified in this Directive. Following receipt of the completed and authorised form the Human Resources Unit will make a written offer of appointment. This offer will contain the following details:

- (a) the nature of the honorary appointment
- (b) the organisational unit within which the appointee will work
- (c) the duration of the appointment
- (d) the supervisor, host and/or contact for the appointee
- (e) the duties of the position
- (f) if applicable, expenses to be reimbursed by UTS
- (g) any special conditions relating to the appointment
- (h) the ownership of intellectual property.

Honorary appointments may be terminated at any time during the period by mutual consent between the Dean or Director and the honorary appointee.

4.8 Termination of an honorary appointment

An honorary appointment may be terminated at any time in writing by the honorary appointee or the University.

In the case of termination by the University, such action would normally be taken if the continuation of the honorary appointment is considered to not be in the best interests of the University. A letter of termination will be issued by Human Resources Unit following a request for termination from the following:

- Provost for Adjunct Professors
- Deans or Directors for Associates, Visiting Professors, Visiting Fellows and Visiting Scholars.

5. Roles and responsibilities

5.1 Provost

The responsibilities of the Provost will include:

- approving organisational units, which are not faculties or institutes, to have honorary appointments
- approving the appointment of Adjunct Professors, normally after receiving support from the Honorary Appointments Reference Group
- approving alternative titles for honorary appointments equivalent to Adjunct Professors in accordance with section 3 of this Directive
- reporting Adjunct Professorships to Council
- where appropriate, requesting the termination of Adjunct Professorships in accordance with section 4.8.

5.2 Deputy Vice-Chancellor (Research)

The responsibilities of the Deputy Vice-Chancellor (Research) will include:

- approving alternative titles for honorary appointments equivalent to (Research) Associates, Visiting (Research) Professors, Visiting (Research) Fellows and Visiting (Research) Scholars in accordance with section 3 of this Directive
- convening the Honorary Appointments Reference Group
- appointing of up to two members of the Honorary Appointments Reference Group.

5.3 Honorary Appointments Reference Group

Honorary Appointments Reference Group is responsible for considering proposals for Adjunct Professor appointments.

5.4 Deans and Directors

The responsibilities of Deans and Directors will include:

- recommending proposals for Adjunct Professors to the Deputy Vice-Chancellor (Research)
- approving the reimbursement of expenses communicated to the honorary appointee through the offer of honorary appointment
- approving appointments for Associates, Visiting Professors, Visiting Fellows and Visiting Scholars in accordance with this Directive
- approving the following alternative titles or recommending other alternative titles to the Provost or Deputy Vice-Chancellor (Research) in accordance with section 3 of this Directive:
 - Associates — Research Associates or Clinical Associates
 - Visiting Professor — Visiting Research Professor
 - Visiting Fellows — Visiting Research Fellows
 - Visiting Scholars — Visiting Research Scholars
- where appropriate, requesting the termination of Associates, Visiting Professors, Visiting Fellows and Visiting Scholars in accordance with section 4.8.

5.5 Human Resources Unit

The Human Resources Unit is responsible for making written offers of appointment to honorary appointees and arranging sponsorship of visas for honorary appointees in accordance with DIAC requirements.

6. Version control and change history

Date	Version	Approved by (date)	Amendment
17/05/1990	1	Interim Council	
28/08/1997	2	Council	Incorporation of all honorary appointments.
19/09/2005	3	Council	Changes in enterprise agreements and legislation.
15/05/2006	3.1	Council	Council decision to amend standing delegations to give Senior Deputy Vice-Chancellor (now Provost) authority to approve adjunct professorships.
15/08/2007	4	Council	Amendments to procedural requirements for appointment of Adjunct Professors.
18/06/2008	4.1	Council	Rescinded by Council effective from the date of issue of a Vice-Chancellor's operational Directive.
01/09/2008 (effective date)	5	Vice-Chancellor (01/09/2008)	Renamed as a Directive, title changes and reformatting.
02/10/2012 (effective date)	6	Vice-Chancellor (12/09/2012)	Alternative titles for different honorary appointments and Senior Deputy Vice-Chancellor (now Provost) and Deputy Vice-Chancellor (Research) authorised to approve other titles. Arrangements for termination of honorary appointments included. Update and reorganisation of information.
04/04/2013 (effective date)	6.1	Vice-Chancellor (04/03/2013)	Information incorporated as a result of rescission of 'Overseas staff, visitors and consultants — How to bring people from overseas to UTS — Guidelines'.
05/02/2015 (effective date)	6.2	Director, Governance Support Unit (GSU) (11/12/2014)	Changes (approved under Delegation 3.17) to implement 2014 Senior Executive restructure.