

# APPOINTMENTS TO ADJUNCT AND VISITING ACADEMIC POSITIONS POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure outlines how CQUniversity will appoint individuals to an [adjunct](#) or [visiting academic position](#).

## 2 SCOPE

- 2.1 This policy and procedure applies to individuals considered or appointed to an adjunct or visiting academic position at CQUniversity.

## 3 POLICY STATEMENT

- 3.1 Adjunct and visiting academic appointments provide an opportunity to optimise significant links with industry, commerce, government, professions and the wider/global community in advancing the University's learning, teaching, research and engagement goals.
- 3.2 Such appointments are made to formally recognise distinguished individuals who hold a position normally in another institution, government, or profession, and who make, or may make, a significant contribution to the University's activities and enrich the student experience.

### Appointment criteria

- 3.3 Appointees must:
- not hold a current fixed-term or continuing appointment with the University
  - have appropriate qualifications and expertise
  - be recognised by peers within academia, industry, commerce, government and/or the community

- demonstrate synergies between their skills, experience and abilities with the University's strategic direction, and/or
- be capable of making significant contributions to advance the University's learning, teaching, research, leadership and/or engagement profile.

## Appointment conditions

3.4 Appointees to either an adjunct or visiting academic position:

- will be responsible for their own (and that of any companion's) costs of any requirements of compliance with travel, travel and/or health insurance, day-to-day living expenses (including accommodation), and any immigration requirements (e.g. appropriate visa)
- will be subject to the University's policy documents
- will work under the general direction of the Vice-President (Academic) and/or Vice-President (Research), and relevant Dean of School (or nominee), and will remain in that Division for the duration of their appointment
- are expected to contribute constructively to the University's activities through their involvement in teaching, research and/or other scholarly activities as outlined in the appointment recommendation
- will be provided with required facilities and/or resources where available
- may use University facilities and/or resources appropriately to perform their agreed duties (e.g. library, laboratory, computing)
- may be eligible for reimbursement of reasonable payments to cover expenses associated with providing their contribution to the University, such as business-related travel
- will acknowledge an affiliation with the University in publications and grant applications, where relevant, that arise from University collaborations
- will not be eligible for University committee membership (e.g. Academic Board), but may be co-opted where deemed appropriate
- subject to section 3.3 and where appropriate, priority will be given to adjunct and visiting academics from the University's international partners over other international organisations
- may be eligible to serve as a postgraduate student or research higher degree candidate supervisor, subject to normal approval processes
- will not be eligible for employment entitlements such as superannuation or leave, except in cases where those benefits are attracted through a casual contract for sessional teaching unrelated to the adjunct appointment
- may participate in ceremonial events equivalent to an employee
- may have their names added to the list of academic, teaching or research employees in the University's official contacts list with the Vice-President (Academic) or Vice-President (Research) approval
- may publish a [Staff Profile](#) with the Vice-President (Academic) or Vice-President (Research) approval
- may represent the University in professional forums, conferences and seminars with the Vice-President (Academic) or Vice-President (Research) approval, and
- must reflect positively on the University's reputation and therefore careful consideration will be taken before offering a position.

## Appointment duration

- Adjunct appointments may be made for up to three years. Either the appointee or University (Vice-President (Academic), Vice-President (Research), Dean of School or supervisor), may terminate the appointment by providing at least one week's notice in writing.
- Visiting academic appointments usually will not exceed six months. Either the appointee or University (Vice-President (Academic), Vice-President (Research), Dean of School or supervisor), may terminate the appointment by providing at least one week's notice in writing.

## **Titles**

- 3.7 The appointee's title will be awarded for the period of the association or visit, and appointees may use the title during the duration of their appointment. The title must only be used in relation to University business and must not be used for private gain or private purposes not associated with the University.
- 3.8 For adjunct appointments, the title will be commensurate with the title of the position the appointee holds (or last held) with another relevant institution (e.g. university, research institute) dependent on meeting the University's requirements.

### **Adjunct appointments**

- 3.9 The following titles will apply for adjuncts:
- Adjunct Professor
  - Adjunct Associate Professor
  - Adjunct Senior Lecturer
  - Adjunct Lecturer
  - Adjunct Professional Fellow (professional appointee)
  - Adjunct Research Fellow (research only appointee), or
  - Adjunct Clinical Fellow (clinical only appointee).
- 3.10 The following titles will apply for high-level industry appointments where no academic equivalency exists, and can only be approved by the Vice-Chancellor and President:
- Honorary Professor
  - Honorary Associate Professor
  - Honorary Senior Lecturer, or
  - Honorary Lecturer.

### **Visiting academic appointments**

- 3.11 The following titles will apply for visiting academics:
- Visiting Professor
  - Visiting Associate Professor
  - Visiting Lecturer, or
  - Visiting Scholar.
- 3.12 The following titles will apply for visiting research academics:
- Visiting Research Fellow
  - Visiting Senior Postdoctoral Research Fellow
  - Visiting Postdoctoral Research Fellow, or
  - Visiting Research Scholar.

## **4 PROCEDURE**

- 4.1 For appointing individuals to an adjunct position, the appointment process should begin at least two weeks before the anticipated commencement.
- 4.2 For appointing individuals to a visiting academic position, the appointment process should begin at least three months before the anticipated commencement (to allow for visa processing and travel arrangements to be finalised).

4.3 The sponsoring University business area will prepare and collect the following documents:

#### **For adjunct appointments**

- the [Appointment Form: Adjunct Academic](#)
- certified copies of academic qualifications (where they have not been previously provided).

#### **For visiting academic appointments**

- a certified or verified copy of the personal details page of the appointee's passport, or Australian driver's licence (any companions accompanying the appointee will also be required to provide this documentation)
- other supporting documents (e.g. letter of support from the appointee's home institution, letters containing details of the appointee's home country government sponsorship).

#### **For both adjunct or visiting academic appointments, the below documents are also required:**

- the appointee's current curriculum vitae/resume
- information that clearly identifies the expectations and proposed outcomes of the appointment, and
- when seeking a renewal of a current appointment, further information outlining the benefits of the previous appointment and expected future benefits.

4.4 The sponsoring business area will submit the documents to the Head of the Business Area for their recommendation. Once recommended, the documents will be submitted to the Vice-President (Academic) or Vice-President (Research) for their endorsement. The recommendation, endorsement and documents will be sent to the Vice-Chancellor and President for approval.

4.5 For visiting academic and honorary appointment: once approved, the People and Culture Directorate (PAC) will process and send the letter of offer.

4.6 For adjunct appointments: once approved, the relevant business area will send the Adjunct Appointment Form to the proposed adjunct for acceptance and provide PAC with the signed acceptance and associated documentation for processing into the University's Human Resource System (EMPower).

4.7 The appointee must accept the terms and conditions of the offer in writing **before** commencing in the role.

4.8 The relevant business area will organise any logistical arrangements (e.g. office and equipment allocation, inductions) and monitor the ongoing suitability of the appointee to ensure they continue to reflect positivity on the University's reputation.

## **5 RESPONSIBILITIES**

### **Compliance, monitoring and review**

5.1 The Vice-President (Research) will assist the Vice-Chancellor and President to implement, monitor, review and ensure compliance with this policy and procedure.

### **Reporting**

5.2 Non-compliance with this policy and procedure will be reported to the Vice-President (Research), who will facilitate a response as appropriate.

### **Records management**

5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping system.

5.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 6 DEFINITIONS

6.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**Adjunct:** a person working with the University without having full or permanent status. They may be academic, professional, research or clinical appointments. This is an unpaid position.

**Visiting academic:** is a scholar from an institution who visits the University and is projected to teach, lecture or perform research on a topic the visitor is valued for. This is an unpaid position.

## 7 RELATED LEGISLATION AND DOCUMENTS

[Appointment Form: Adjunct](#)

[Website for Border Protection](#)

## 8 FEEDBACK

Feedback about this document may be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Vice-President (Research)
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Notes	This document consolidates and replaces the Appointment of Adjunct Staff Principles and the Appointment of Visiting Professors Principles (17/08/2016). This document was formerly known as the Appointment of Adjunct and Visiting Academics Policy and Procedure (17/08/2016).