

# APPOINTMENT OF ADJUNCT AND VISITING ACADEMICS POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This document establishes consistent processes for proposing and appointing adjunct and visiting academic staff.

## 2 SCOPE

- 2.1 This policy and procedure applies to all CQUniversity staff involved in proposing, recommending and approving adjunct and visiting academic staff appointments, and to those individuals who may be considered or are appointed as adjunct or visiting academic staff.

## 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 CQUniversity's activities and enrich the student experience.

### Appointment criteria

- 3.3 Appointees must:
- not be a member of CQUniversity
  - 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 position:

- a) 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)
- b) will be subject to the University's policies and procedures
- c) will work under the general direction of the Provost, relevant Deputy Vice-Chancellor or their senior nominee, and will remain in that Division for the duration of their appointment
- d) 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
- e) will be provided with required facilities and/or resources where available
- f) may use University facilities and/or resources appropriately to perform their agreed duties (e.g. library, laboratory, computing)
- g) may be eligible for reimbursement of reasonable payments to cover expenses associated with providing their contribution to the University, such as business-related travel
- h) will acknowledge the University in publications and grant applications, where relevant, that arise from University collaborations
- i) will not be eligible for University committee membership (e.g. Academic Board), but may be co-opted where deemed appropriate
- j) subject to clause 3.3 and where appropriate, priority will be given to visiting and adjunct professors from CQUniversity's international partners over other international organisations
- k) may be eligible to serve as a postgraduate student supervisor, subject to normal approval processes
- l) will not be eligible for employment entitlements such as superannuation or leave
- m) may participate in ceremonial events as a staff member
- n) may have their names added to the list of academic, teaching or research staff in the University's official staff list on the Provost's or relevant Deputy Vice-Chancellor's approval, and
- o) may represent the University in professional forums, conferences and seminars with the Provost's or relevant Deputy Vice-Chancellor's approval.

## **Appointment duration**

- 3.5 Adjunct academic appointments may be made for up to three years. Either party may terminate the appointment by providing at least one week's notice in writing.
- 3.6 Visiting academic appointments usually will not exceed six months. Either party may terminate the appointment by providing at least one week's notice in writing.

## **Titles**

- 3.7 The appointee's title will be awarded normally 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 CQUniversity's requirements.

## **Adjunct appointments**

3.9 The following titles will apply for adjunct academics:

- 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:

- 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 adjunct academics, the appointment process should begin at least two weeks before the anticipated commencement.

4.2 For visiting academics, 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 area prepares and collects the following documents:

For adjunct appointments:

- the Appointment Form: Adjunct Academic.

For visiting academic appointments:

- a copy of the personal details page of the appointee's passport (and for any companions) or driver's licence (within Australia)
- 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 either an adjunct or visiting academic, the below documents are also required:

- a) the appointee's current curriculum vitae
- b) information that clearly identifies the expectations and proposed outcomes of the appointment, and
- c) 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 area submits all documents to the Dean of School / Director for their recommendation.
- 4.5 The sponsoring area submits the recommendation and all documents to the Provost or relevant Deputy Vice-Chancellor for their approval.
- 4.6 The sponsoring area submits evidence of approval and all documents to the People and Culture (PAC) Directorate.
- 4.7 PAC processes the documents and prepares the Appointment Form: Adjunct Academic (for adjunct appointments) or a Letter of Offer (for visiting academics).
- 4.8 The appointee will be required to accept the terms and conditions of the offer in writing before commencing in the role.
- 4.9 PAC advises the relevant area when the appointee's acceptance is received and the relevant area is responsible for the normal remaining logistical arrangements (e.g. office and equipment allocation, inductions).

## **5 RESPONSIBILITIES**

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

- 5.1 CQUniversity management has a duty to exercise due diligence to ensure that CQUniversity complies with relevant legislation (e.g. Border Protection).
- 5.2 CQUniversity staff have a duty to comply with all University policies and procedures.
- 5.3 The Director of People and Culture will assist the Vice-Chancellor and President and others to facilitate compliance, monitoring and review of this policy and procedure.

### **Reporting**

- 5.4 Compliance with this policy and procedure includes consideration of any requirements of legislation (e.g. Border Protection).
- 5.5 Non-compliance with this policy and procedure will be reported to the Director of People and Culture, who will facilitate a response as appropriate.

### **Records management**

- 5.6 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

## **6 DEFINITIONS**

- 6.1 Terms not defined in this document may be in the University [glossary](#).
- 6.2 Other definitions can be located in the relevant documentation (e.g. Border Protection)

## 7 RELATED LEGISLATION AND DOCUMENTS

[Appointment Form: Adjunct Academic](#)

[Central Queensland University Enterprise Agreement](#)

[Website for Border Protection](#)

## 8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
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Notes	This document consolidates and replaces the Appointment of Adjunct Staff Principles and the Appointment of Visiting Professors Principles.