

# APPOINTMENTS TO ADJUNCT AND VISITING ACADEMIC POSITIONS POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This document establishes consistent processes for proposing and appointing individuals to an adjunct, or visiting academic position.

## 2 SCOPE

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

## 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 hold a current fixed-term or continuing appointment with 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 an adjunct or visiting academic 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 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 adjunct and visiting academics 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 equivalent to an employee
- n) may have their names added to the list of academic, teaching or research employees in the University's official contacts list on the Provost's or relevant Deputy Vice-Chancellor's approval
- o) may represent the University in professional forums, conferences and seminars with the Provost's or relevant Deputy Vice-Chancellor's approval, and
- p) must reflect positively on CQUniversity's reputation and therefore careful consideration will be taken before offering a position.

## Appointment duration

- 3.5 Adjunct 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 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 CQUniversity organisational work unit prepares and collects the following documents:

For adjunct appointments:

- the [Appointment Form: Adjunct](#)
- certified copies of all 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 an adjunct or visiting academic appointment, the below documents are also required:

- a) the appointee's current curriculum vitae/resume
- 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 organisational work unit submits all documents to the Dean/Director/Head for their recommendation.
- 4.5 The sponsoring organisational work unit submits the recommendation and all documents to the Provost or relevant Deputy Vice-Chancellor for their approval.
- 4.6 The sponsoring organisational work unit submits evidence of approval and all documents to the Vice-Chancellor and President for final approval.
- 4.7 PAC processes the documents: Appointment Form: Adjunct (for adjunct appointments) or a Letter of Offer (for visiting academics or honorary appointments).
- 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 organisational work unit when the appointee's acceptance is received and that relevant unit is responsible for any remaining logistical arrangements (e.g. office and equipment allocation, inductions).
- 4.10 The organisational work unit will be responsible for monitoring 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 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

- 5.2 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

- 5.3 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 University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 6 DEFINITIONS

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

**Adjunct:** a person working with CQUniversity 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 CQUniversity 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](#)

[Central Queensland University Enterprise Agreement 2017](#)

[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
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	8/08/2022

Approval and Amendment History	Details
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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).