

## **Comparison of the UNE Honorary, Visiting Scholar and Adjunct Appointments Policy with Those of Other Universities**

### **OVERVIEW**

The University of New England sought information through the Committee of Chairs of Academic Boards and Senates in NSW and also through the network of the Deputy Vice Chancellors (Academic) about the policies used to control honorary, visiting and adjunct appointments. The UNE Policy is entitled “Policy for Honorary, Visiting Scholar and Adjunct Appointments”. Comparable policies from five other universities are considered in this document. In alphabetical order these are Charles Sturt University, University of Adelaide University of Sydney, University of Technology (Sydney), and, University of Western Sydney. Information was also received from the Griffith University and the University of Wollongong. We thank all those who assisted us in this way.

At the outset it should be noted that both the University of Sydney and the University of Adelaide use the generic “titleholders” in the context of these documents. The term is defined in the University of Adelaide’s policy:

Titleholder is a person who is not a member of academic staff and who has been awarded a title by the University of Adelaide under this or related policies.

This practice was considered helpful and should be adopted in the revised UNE policy.

This document provides a summary of the relevant titles and criteria for award of the title at each university.

### **University of New England**

The title of **Emeritus Professor** may be conferred upon a Professor who retires, resigns or whose contract has terminated. The criteria include the requirement that the nominee has held the rank of Professor in the University for a period of ten years (Policy on Honorary, Visiting Scholar and Adjunct Appointments). No other criteria are spelt out in the policy.

The title of **Honorary Fellow** may be conferred a) upon a member of academic staff (Professor, Associate Professor, Senior Lecturer, Lecturer or Associate Lecturer) who retires, resigns or whose contract has terminated. It may also be conferred upon b) “ a scholar of great distinction” (clause 2.2.1) Criteria for eligibility “will normally include the requirement of a substantial period of appointment within the University” (clause 2.2.3). The requirement of a substantial period of appointment criteria does not sit well with the provision allowing for appointment of “scholars of great distinction”.

The title of **Honorary Associate** may be granted a) to persons, not members of University staff who are appointed as supervisors for candidates for higher degrees (clause 2.3.1). It may alternatively be granted to b) members of staff, graduates of tertiary education institutions, government labs, museums and similar organizations, the nature of whose work makes associate with the University of mutual benefit (clause 2.3.2). If retained this clause needs a phrase to describe the relationship with government labs and similar organizations. It may be granted to c) graduates who are actively associated with research in a School on an on-going basis. Finally it may be granted to temporary staff members on the expiration of a teaching or research contract (clause 2.3.4).

The title of **Visiting Research Scholar or Visiting Teaching Scholar** may be granted to an academic staff member of a recognized institution who is visiting UNE for a limited period in order to conduct research and/or contribute to teaching. The period of appointment is normally one semester and the appointment will not be for longer than 12 months.

The descriptor **Adjunct** may be put before any the name of any academic level from Associate Lecturer to Professor to create a title which may be granted to individuals who “having practiced a profession with distinction, or particular success have special skills or learning of value to the University” and who work in close collaboration with staff of the University (clause 2.5.1). There need not be exact equivalence between adjunct and regular titles (clause 2.5.1). The appointment to a specific Adjunct title “does not necessarily imply that the appointee has the qualifications necessary for appointment to the equivalent regular rank (2.5.1.2). Demonstrated success in aspects of consulting, professional practice, business or community leadership of strategic value to the University may be argued as the most relevant criteria (2.5.1.3).

## **University of Adelaide**

Emeritus Professors are covered by a separate policy.

Organisations involved in partnerships may be approved for the purpose of conferment of Clinical, Affiliate or Adjunct titles on their staff. (clause 4.6)

Assessment for conferment of a title on an individual shall take into account eligibility, contribution, academic or research standing, specific criteria relevant to particular titles. The contribution of a titleholder is voluntary however titleholders may be paid pursuant to an appointment. The issue of payment and conferral of title are separate.

Titles can consist of the words Adjunct, Clinical, or Affiliate before the name of any academic level from Associate Lecturer to Professor. Also provided for are the titles of “Visiting” Lecturer through Professor, “Visiting Research Fellow”, “Honorary Visiting Research Fellow” and “Visiting Fellow”. The policy also allows for conferral of the non-academic titles of “Field Associate” or “Visiting Associate”. Criteria for the choice between titles are contained in guidelines.

**Clinical** titles may only be conferred on holders of a registrable medical, dental, nursing, or psychological qualification. Candidates must be staff members of approved organizations, and a general medical practitioner or clinical psychologist or a fellow of an appropriate college, or in the case of a nurse hold a current registration and an appropriate post-graduate qualification.

**Affiliate** titles may only be conferred on staff of approved organizations. The **Adjunct** title may be conferred on any titleholder other than those eligible for clinical titles or short-term academic visitors.

If the title Affiliate, Adjunct or Visiting could be conferred, the preference of the candidate is consulted.

The title of **Visiting Lecturer – Professor** may be conferred only on persons who are not employed in an approved organization.

The title of **Visiting Research Fellow** is often, but not only, used for former academic staff of the University. The title **Honorary Visiting Research Fellow** may be used if the candidate is a scholar of high academic distinction. The title of Visiting Fellow will usually be used for people who would not meet the research criteria for conferment of other academic titles.

The policy contains provision for cessation of titles when the holder significantly reduces their contribution to the academic work of the University, or becomes a member of the University staff, or if it becomes apparent to the Executive Dean that the title holder has breached a relevant policy or code of practice, or is no longer contributing to the direction and performance of the Faculty.

## University of Technology, Sydney

The **Honorary Appointments Policy** is linked to the University's strategic plan. Its purpose is to facilitate collaborative research and education. Appointments under it can be divided into two groups, appointments of a longer term nature (Adjunct Professor, or Associate) and those of shorter term nature Visiting Professor, Fellow or Scholar.

Appointment as **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. The appointees will be persons "of distinction and high achievement in those communities". Such appointees will normally hold simultaneously an appropriate position in another institution, in government or in the private sector or be a retiree from such a position.

Those appointed as **Associates** will be professional practitioners or academics engaged on an ongoing basis to provide advice on teaching, consultancy, research or curriculum development and evaluation.

Persons appointed as **Visiting Professors** normally hold simultaneously hold a position as professor in another university or are senior academics deemed to be worthy of the title by virtue of their academic eminence or are senior practitioners deemed worthy of the title by virtue of professional eminence who are visiting the University for a finite period in order to engage in scholarly activity.

Those appointed as **Visiting Fellows** will normally hold simultaneously a position as an academic other than professor in a University within Australia or overseas or be a practitioner who is deemed worthy of the title by virtue of professional eminence.

The policy states that honorary appointees have "similar rights and privileges and obligations to that of a member of academic staff". It provides that persons holding these titles are not precluded from receiving remuneration for undertaking specific assignments.

## Charles Sturt University

The policy is entitled the "**Honorary, Visiting and Adjunct Appointments Policy**". It applies to a) individuals who have resigned or retired from academic staff, b) individuals who are not employees of CSU but have been recognized for their contribution to the teaching, research, scholarship, creative work or management of the University and c) individuals who are employed by partners and participate in teaching leading to CSU awards.

The honorary titles that are used are Honorary Associate, Honorary Fellow, Emeritus Professor.

The title of **Honorary Associate** is restricted to individuals who have made a substantial contribution to the supervision of student practicums over a long-standing period.

The title of **Honorary Fellow** may be conferred upon a CSU employee holding an appointment as Associate Professor, Senior Lecturer, Lecturer or Associate Lecturer who retires or resigns and who has "normally completed a substantial period of employment" or on an individual who is expected to make a substantial contribution to CSU in an advisory role.

The title of Emeritus Professor may be conferred upon an employee holding an appointment as Professor, who retires or resigns and who has held the rank for a substantial period.

The University uses the following visiting titles: Visiting Artist, Visiting Scholar, Visiting Academic, Visiting Fellow and Visiting Professor. These appointments "are designed to recognize active participation in CSU's programs. In most cases visiting titleholders would remain employees of another institution.

The title of **Visiting Artist** may be conferred upon practicing artists (various fine arts fields as specified), musicians, actors (and others engaged in theatre) writers and artists practicing in a field apposite to an approved CSU course.

The title of Visiting Scholar may be conferred on a student from another institution.

The title of Visiting Academic may be conferred on visitors who wish to be attached to a Faculty or Research Centre for the purpose of collaborative research; or employees of a partner who visit to become familiar with quality requirements.

The title of Visiting Fellow may be conferred on a person who is visiting a Faculty or Research Centre for the purposes of collaborative research and/or delivering guest lectures or seminars.

The University uses titles composed of the word Adjunct before the names of all academic grades. It also uses the titles of Adjunct Research Associate and Adjunct Research Fellow. In addition there are special titles for adjunct appointments in the fields of Policing and Theology

The University reserves the right to terminate such an appointment by four weeks written notice.

## **University of Sydney**

The policy is entitled “**Conferring of all academic titles**”.

The University may confer a title on a person as recognition of his or her association with, or contribution to the teaching, research/scholarship/creative/professional work or management. The titles included are Emeritus Professor, Academic Titles, Adjunct Titles, Clinical Academic Titles, Conjoint Academic Titles, Honorary Titles, Visiting Titles and Research titles. Note the procedures for conferring titles varies according to the term for which the title is conferred. Titles conferred for 12 months or less are handled in Faculty. Nominations are prepared by Head of School and approved by the Dean. Appointments at a senior level for more than twelve months are approved by an Academic Titles Committee with Academic Board membership.

The title of **Emeritus Professor** may be conferred on a retiring Professor in recognition of sustained outstanding service.

**Adjunct** titles may be conferred on persons “who are expert in an appropriate field and who are contributing significantly to teaching and/or research and/or who are fostering partnerships between the University and industry, the profession or the wider community. Criteria are expressed for each level. They range from leadership at national or international level of a major public/private organization; or outstanding independent contribution to academic/professional/business development.

**Clinical Academic Titles** are primarily conferred on salaried staff and visiting staff of teaching hospitals and on other health professionals who meet teaching needs on a regular basis and who may also contribute to research activities. Committees assess a nomination against criteria in terms of opportunity available for academic activity.

**Conjoint Academic Titles** may be conferred on: i) successful applicants for positions advertised conjointly by the University and external bodies; ii) persons already in a post provided they undertake to contribute to teaching, research and University professional and community service and provided this meets the approval of the external body; iii) NHMRC, ARC and other holders or nationally competitive peer-reviewed fellowships who undertake to contribute to undergraduate teaching and/or to postgraduate supervision and/or to service to the University, the profession and wider community.

**Honorary Titles** may be conferred on retired members of the University’s academic and research only academic staff or on retired or current academic or research only staff of other universities

who wish to continue or develop a significant academic association with the University. It is explicitly provided that conferral of an Honorary title does not establish an employment relationship nor alter any employment relationship that currently exists.

The title of **Visiting Professor** may be conferred upon a Professor from another university or a person with equivalent status who is visiting a department. The visiting professor is expected to make a significant contribution to the teaching and/or research/scholarship/creative work of the University.

The title of **Visiting Scholar** may be conferred on an academic visitor with whom it is desirable that the department have a formal association on a short-term basis, without that person necessarily making a major contribution to the research/scholarship/creative work or teaching program. Such titles are conferred for up to one year.

The titles of **Senior Principal Research Fellow, Principal Research Fellow, Senior Research Fellow, Research Fellow, Postdoctoral Fellow** may be conferred. Research staff who are employees of the University and who hold externally funded Research Fellowships are automatically granted the equivalent University research titles for the duration of such an appointment. Research titles may be conferred on research personnel who are not employees but who are members of staff of associated research institutes and who contribute to the University's research programs.

### **University of Western Sydney**

The University of Western Sydney uses two types of honorary appointment, visiting and adjunct. Visiting appointments are mainly given to academics at other institutions who seek an association with the University of Western Sydney for a defined period with the intention of returning to a substantive appointment elsewhere. The maximum term for a visiting appointment is one year. The term may also be applied to external students (eg doctoral students). There are two levels of visiting appointment Visiting Professor and Visiting Fellow.

Adjunct appointments are used to recognise external people invited to undertake unremunerated activity where there is some specific benefit / advantage to the University. There are three levels of adjunct appointment Adjunct Professor, Adjunct Associate Professor and Adjunct Fellow.

Visiting and adjunct appointees are accorded the normal rights and privileges of University staff and are governed by University policies, rules and regulations. They may represent the University in professional forums and may co-supervise higher degree candidates. They may terminate their appointments in writing at any time and may have their appointments terminated by the Vice-Chancellor. Honorary academic appointees may undertake some incidental and limited paid appointment (no more than 7.5 hours per week in the case of ongoing employment) but this cannot be the basis of the appointment.

The policy provides for a Visiting and Adjunct Reference Panel to provide evaluative review on request, especially for senior appointments. This Panel comprises a Deputy Vice Chancellor, the Chair or Deputy Chair of the Academic Senate, and three Professors nominated by the Dean.

The Head of School, Dean and Deputy Vice Chancellor are given authority to approve such appointments depending on where the honorary appointment will be hosted. Provision is made, however, that if the person holding authority to make an appointment is also the lead proposer for an appointment the decision will be referred up a level.

## CONCLUSIONS

The University of New England is not alone in having a plethora of titles. The University of New England's policy however is far from being as clear as the policies used for comparison.

### Recommendation

The title of **Emeritus Professor** must be preserved. The requirement of ten years service to the University might be considered for replacement by the phrase "a substantial period" as used in the CSU policy, it would seem mean spirited to deny the title to someone who has served in that capacity for nine years. It might also be appropriate to add the reference to sustained outstanding service on the model provided by the University of Sydney's policy.

The title of **Honorary Fellow** should be abolished.

The title of **Honorary Associate** should be retained but only for recent graduates. All other persons can be appointed to **Adjunct** positions.

The titles containing the word **Adjunct** should be retained and categories of persons on whom this title is conferred should be broadened. We might wish to consider adopting the criteria from the University of Sydney policy to give tighter guidance to the level of appointment that should be made.

In the light of the fact that we have a School of Psychology and a School of Health who have practitioners working in collaboration with the University in supervising practicums; and that we are creating a School of Medicine consideration should be given to whether we want to create the title **Clinical Associate**.

The titles containing the word **Visiting** should be retained for short term visitors..

### Other Considerations

Apart from clarifying the titles the concerns with the policy expressed in meeting of Academic Board in the Spring of 2006 concerned

- a) the question of the relationship between payment and the holding of the title of Honorary Fellow or Associate.
- b) The question of whether there is a Code of Conduct that applies (and by implication whether the position can be terminated).
- c) The procedure for appointment.

I recommend that a) we specify as some of the policies do that the conferral of any title is separate from any decision about payment (University of Adelaide).

b) we specify that a title can be removed and that there are similar ethical obligations on holders of titles conferred under the policy.

c) The procedure for appointment. I recommend that we alter the procedure to that employed at the University of Sydney entrusting short term and junior appointments to Faculty procedure and the PVC/Deans and using a committee with Academic Board representation for senior appointments (Associate Professor and above) for longer than one year.

## Summary Table

University	Honorary	V Grade	Visiting Fellow	Visiting Scholar	Adjunct	Other
UTS		V Prof  Similar position elsewhere Visiting for finite period	Position as academic elsewhere Practitioner with professional eminence Visiting for finite period	PhD student elsewhere or ac staff mb does not meet criteria visiting for finite period	Prof  Distinction & high achievement in community (bus/prof/cultural) Goal 2 per year per faculty	Adjunct Associate Prof practitioners or academics to provide advice on teaching, consultancy, research, curriculum dvlpmt/eval
U of Adelaide  NB titleholders		V (full range)	V R F or Hon V R F Or V F  Former staff		Organizations involved in alliances or partnerships may be approved for clinical, adjunct or Affiliate titles	Field Associate Visiting Associate  To acknowledge non academic contributions
Griffith		Full range	Hon/Visiting Primary role to perform or support research	For students	Full range	
U of Sydney	Honorary Associate  Retired members of own staff  Retired members of staff of other bodies At rank held at retirement  Or staff employed in	Visiting Prof  Staff from anor institution who hold this level		Academic visitor  Formal association desirable  Also Senior Principal Research F, PRF, SRF, RF, Postdoctoral Fellow  For Uni staff who hold externally	Full range Experts contributing significantly to teaching/research or fostering partnerships Frequently professional ... academic background not essential “Clinical” titles also used for staff of teaching hospitals	

<b>University</b>	<b>Honorary</b>	<b>V Grade</b>	<b>Visiting Fellow</b>	<b>Visiting Scholar</b>	<b>Adjunct</b>	<b>Other</b>
	anor dept who have formal assoc with diff department			funded RFs, For other staff contributing to research		
UNE	Hon Fellow, Hon Associate			Visiting Research, Visiting Teaching	Full range of grades	
University of Sydney	Hon + academic title, Hon Senior Principal Research Fellow etc, Honorary Associate	Visiting Professor,		Visiting Scholar,	Adjunct (full range of grades)	Clinical Academic Conjoint Academic, Research Titles