

**Committee of Chairs of Academic Boards/Senates
of Universities in NSW and the ACT**

ADJUNCT APPOINTMENTS

A selection of university policies is attached for information.

UTS

3.15 HONORARY APPOINTMENTS POLICY

1. BACKGROUND AND CONTEXT

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 facilitate these partnerships.

2. PURPOSE AND SCOPE

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

The policy incorporates the principles of equal employment opportunity to ensure that Honorary Appointments are made on the basis of merit and without regards to irrelevant factors.

3. DEFINITIONS

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 academic has an attachment to a faculty or centre which would be considered ongoing, and where the appointee may work in close proximity to the University)

(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.

4. POLICY PROVISIONS

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. Adjunct Professors will be persons of distinction and high achievement in those communities

These appointments will be made selectively to ensure the continuing high status of these positions. The University will become more pro-active in making such appointments to achieve its strategic objectives of increased cooperation in its teaching and research with external agencies, particularly with those in close proximity to its campuses.

Persons appointed to Adjunct Professorships will normally hold simultaneously an appropriate position in another institution, in government or in the private sector (or be a retiree of such institutions) and will be persons of distinction and high achievement in those communities.

Each faculty 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.

A reference group will be formed consisting of the Pro-Vice-Chancellor (Research), Chair of Academic Board and the Deputy Vice-Chancellor. Deans and Directors of educational units will nominate suitable candidates for the position of Adjunct Professor. Nominations will be considered and supported by members of the reference group and approved by the Vice-Chancellor. Deans who wish to nominate a person for the position of Adjunct Professor will confer with members of the reference group prior to submitting a formal nomination to the Vice-Chancellor.

Criteria For Appointment of Adjunct Professors

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

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

The following guidelines set out the method by which Deans and Directors should make formal recommendations to the Vice-Chancellor for appointments to Adjunct Professorships. The recommendation should include:

- (a) a curriculum vitae
- (b) a written case in support of the appointment addressing the criteria as outlined above
- (c) a statement as to the ownership of any intellectual property that might be created during the appointment
- (d) a detailed statement of the proposed duties of the appointee
- (e) a detailed statement of the proposed conditions of appointment and any benefits proposed for the appointee.

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 submissions to the Vice-Chancellor recommending appointment, and will normally involve a commitment to undertake joint research programs, limited postgraduate student supervision and guest lectures.

4.1.2 Appointment of Associates

Persons appointed to the title 'Associate of the Faculty/Centre' will be professional practitioners or academics who are engaged by a faculty/centre on an ongoing basis to provide advice on teaching, consultancy, research, or curriculum development and evaluation.

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 their 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 their professional eminence, and be visiting the University for a finite period in order to engage in scholarly activity.

4.2.2 Visiting Fellows

Persons appointed as Visiting Fellow 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 their professional eminence, and be visiting the University for a finite period in order to engage in scholarly activity.

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.

4.3 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 library and IT resources.

However, persons holding these titles are not precluded from receiving remuneration for undertaking specific assignments for a faculty or centre for which they will be issued with a separate contract of employment. The Dean or Director may approve the payment of expenses reasonably associated with the duties of an honorary position.

Legislation pertaining to child protection places the same obligations on honorary appointees as paid employees, as detailed in the University's Child Protection guidelines.

4.4 Intellectual Property

The University recognises that there could be occasions where activities in which appointees to honorary appointments may generate outcomes for which the issue of ownership and intellectual property is relevant. While the University would not wish to inhibit the normal activities of honorary appointees, it would assess individual circumstances as they might arise and ensure that the intellectual property and any confidential information belonging to the University are adequately protected.

4.5 Insurance

Honorary appointees are covered by UTS's personal accident and public liability insurance policies. However, as honorary appointees are not deemed to be employees of the University, they are not covered by the University's workers' compensation

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

5. AUTHORITIES AND ACCOUNTABILITIES

5.1 Honorary Appointment to:

Adjunct Professor

The Vice-Chancellor may approve the awarding of an Adjunct Professorship for periods up to three years. At the conclusion of the appointment the Vice-Chancellor may approve a recommendation for a further appointment as Adjunct Professor after consideration by the reference group. Appointment to Adjunct Professorships will be reported to Council by the Vice-Chancellor and listed in the University Calendar.

Associate

Deans and Directors may approve appointments for a period up to three years. At the termination of the set period the award may be renewed for a further limited period.

Visiting Professor

Deans and Directors may offer appointments to the position of Visiting Professor normally for a period of 12 months and in some circumstances for a period of two years.

Visiting Fellow and Visiting Scholars

Deans and Directors may make appointments to the positions of Visiting Fellow and Visiting Scholar.

5.2 Offer of Appointment to an Honorary Position

Deans and Directors must provide full details of any offer to the Human Resources Unit, including the conditions and duration, for the appointment to be finalised.

The Human Resources Unit on the recommendation of the approving authority will make a written offer of appointment. This offer will contain the following details:

- (a) the honorary nature of appointment
- (b) the organisational unit within which the appointee will work
- (c) the duration of the appointment
- (d) if applicable, the supervisor of the appointee
- (e) the duties of the position
- (f) any special conditions relating to the appointment
- (g) the ownership of intellectual property.

Honorary appointees will be responsible to the Dean or Director. The contract may be terminated at any time during the period by mutual consent.

Persons holding honorary positions are not precluded from receiving remuneration for undertaking specific assignments for a faculty or centre for which they will be issued with a separate contract of employment. The Dean or Director may approve the payment of expenses reasonably associated with the duties of an honorary appointee.

6. SPECIFICATION OF RELATED UTS AND OTHER RELEVANT DOCUMENTATION

UTS Policy and Guidelines

- Intellectual Property - Policy
- Code of Conduct - Policy
- Recruitment and Selection - Policy
- Acceptable Use of Information Technology Facilities - Policy
- Implementing Child Protection - Guidelines

7. APPROVAL AND REVISIONS TABLES

7.1 Approval

Approved by UTS Council / Academic Board

Meeting number and date 05/6

Resolution number

Council COU/05/099

Effective date 19 September 2005

Review date

Accountable Officer (if not the Vice-Chancellor) -- Pro-Vice-Chancellor (Teaching and Learning)

Current incumbent

Implementation Officer

Director Human Resources

Current incumbent

Contact number

Jennifer Gilmore 9514 4679

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Emeritus Professor and Fellow are bestowed by Council on advice from the Honorary awards committee. We do not use 'Adjunct' as a title for any positions.

Faculty/Visiting Scholars/fellows have a less formal approval structure – recommended by Faculties and approved by a relevant DVC. Our Academic Senate has no role in such appointments.



Honorary, Visiting and Adjunct Appointments Policy

Version	3.0
TRIM file number	05/XXXX
Short description	A policy on the appointment of honorary, visiting and adjunct staff.
Relevant to	Individuals who are not employed by Charles Sturt University who are considered to have made or will make a significant contribution to the University.
Approved by	Executive Committee of Council
Responsible officer	Executive Director, Human Resources
Responsible office	Division of Human Resources
Date introduced	3 July, 1991
Date(s) modified	6 December, 2001 (PER 62 - resolution CNL 01/225) 18 November 2005 (resolution EXE 05/106)
Next scheduled review date	November, 2008
Related University documents	Honorary, Visiting and Adjunct Appointments Procedure Outside Professional Activities Intellectual Property Code of Conduct for Staff Staff List Policy
Related legislation	Charles Sturt University Act 1989
Key words	policy, honorary, visiting, adjunct, teaching, research, artist, policing, theology

1. PURPOSE

This policy sets out the categories and titles of honorary, visiting and adjunct (HVA) appointments at Charles Sturt University (CSU) as well as their entitlements and obligations.

2. SCOPE

This policy applies to:

- (a) individuals who have resigned or retired from the academic staff of CSU;
- (b) individuals who are not employees of CSU but who have been recognised for their contribution to the teaching, research, scholarship, creative work or management of the University; and
- (c) individuals who are employed by CSU's partners in Australia and abroad, and who participate in the teaching of subjects and courses leading to CSU awards.

3. RESPONSIBILITIES

- 3.1 The Division of Library Services is responsible for the provision of access to the physical and online resources of the Library.
- 3.2 The Division of Information Technology is responsible for the provision of access to information technology services.
- 3.3 The Division of Student Administration is responsible for issuing Staff ID Cards to eligible individuals.
- 3.4 The Division of Human Resources is responsible for administering HVA appointments and confirming the eligibility of HVA titleholders for Staff ID Cards.
- 3.5 The Faculties are responsible for negotiating privileges and arranging the payment of stipends to eligible visiting titleholders, and for inducting HVA titleholders to CSU.
- 3.6 The Division of Financial Services is responsible for the payment of stipends to eligible visiting titleholders.

4. HONORARY APPOINTMENTS

- 4.1 CSU uses the following honorary titles:
 - (a) Honorary Associate;
 - (b) Honorary Fellow; and
 - (c) Emeritus Professor.

4.2 Honorary Associate

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 appointment provides the recipient with a formal means to continue their association with CSU.

4.3 Honorary Fellow

4.3.1 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 with the University, or on an individual who is expected to make a substantial contribution to CSU in an advisory role.

4.3.2 The appointment is intended to provide the recipient with a formal means to continue his/her association with CSU. In the case of advisors, the appointment is intended to provide the recipient with a formal recognition of their contribution to CSU's research, scholarship, teaching, management or consultancy activities.

4.4 Emeritus Professor

The title of Emeritus Professor may be conferred upon a CSU employee holding an appointment as Professor, who retires or resigns and who has held the rank of Professor for a substantial period. The recipient may elect or be invited to continue their association with CSU in research, scholarship or teaching.

5. VISITING APPOINTMENTS

5.1 The University uses the following visiting titles:

- (a) Visiting Artist;
- (b) Visiting Scholar;
- (c) Visiting Academic;
- (d) Visiting Fellow; and
- (e) Visiting Professor.

5.2 Appointments in this category are designed to recognise active participation in CSU's educational, research or collaborative programs. In most cases, visiting titleholders would remain employees of another institution, external research body, professional organisation or business within Australia or abroad.

5.3 Visiting Artist

5.3.1 The title of Visiting Artist may be conferred upon practising:

- (a) artists, working in the fields of painting, drawing, product design, sculpting, weaving, silversmithing, ceramics, silkscreening, photography or printed textiles;
- (b) musicians, including music educators, choir masters, composers and instrumentalists;
- (c) actors, producers, stagecraft and media specialists;
- (d) writers; and
- (e) artists practising in a field apposite to an approved CSU course.

5.4 Visiting Scholar

5.4.1 The title of Visiting Scholar may be conferred on a student from another institution who visits CSU for the purpose of completing the practical component of his/her course.

5.4.2 Full-fee paying international students are the responsibility of the International Office and not covered by this policy.

5.5 Visiting Academic

The title of Visiting Academic may be conferred on:

- (a) a visitor who wishes to be attached to a Faculty or Research Centre for the purposes of collaborative research; or
- (b) an employee of one of CSU's partners who visits the University to become familiar with quality requirements with respect to the delivery of academic programs.

5.6 Visiting Fellow

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 in their field of expertise.

5.7 Visiting Professor

The title of Visiting Professor 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 in their field of expertise.

6. ADJUNCT APPOINTMENTS

6.1 CSU uses the following adjunct titles:

- (a) Adjunct Lecturer;
- (b) Adjunct Senior Lecturer;
- (c) Adjunct Associate Professor;
- (d) Adjunct Professor;
- (e) Adjunct Research Associate; and
- (f) Adjunct Research Fellow.

6.2 Adjunct titleholders may contribute to the delivery of a CSU program, or contribute to ongoing research or scholarship activities. In some instances, they would be employees of partner institutions who collaborate in the delivery of CSU programs.

6.3 Adjunct Appointments - Policing

Appointments made under the Deed of Agreement between the New South Wales Police and CSU shall use the following titles:

- (a) Instructor;
- (b) Provisional Associate;
- (c) Academic Associate;
- (d) Senior Academic Associate; and
- (e) Professorial Associate.

6.4 Adjunct Appointments - Theology

Appointments made under a Deed of Agreement between the University and:

- (a) The Anglican Diocese of Canberra and Goulburn;
- (b) St Mark's National Theological Centre;
- (c) The College of St John the Evangelist; and
- (d) The United Theological College

shall use the following titles:

- (e) Academic Associate;
- (f) Senior Academic Associate; and
- (g) Professorial Associate.

6.5 Adjunct Appointments - Administrative

The title of Adjunct Administrator may be conferred upon administrative staff of the University's partner institutions in order to facilitate access to CSU's student administration system.

7. DURATION OF HVA APPOINTMENTS

- 7.1 An Emeritus Professor is normally appointed for life.
- 7.2 All other HVA appointments are normally up to three (3) years in duration and may be renewed by mutual agreement.
- 7.3 CSU reserves the right to terminate an HVA appointment with four (4) weeks' notice in writing.

8. ENTITLEMENTS

8.1 Privileges

HVA titleholders may be entitled to access CSU's library and information technology services and be issued a Staff ID Card, together with other privileges as negotiated. (See the "Honorary, Visiting and Adjunct Appointments Procedure" for details.)

8.2 Status

- 8.2.1 HVA titleholders have the status of CSU academic staff and may be granted access to staff privileges, such as voting in School or Faculty Board elections.
- 8.2.2 No HVA titleholder will become *ipso facto* a member of any Faculty, School or Board because of such appointment.
- 8.2.3 A person appointed as Adjunct Professor, Visiting Professor or Professorial Associate may use the title of Professor.
- 8.2.4 For ceremonial occasions, HVA titleholders rank with equivalent levels of mainstream academic staff of CSU.
- 8.2.5 The names of HVA titleholders may be listed under the appropriate Faculties or Research Centres in the CSU Handbook.

8.3 Remuneration – Honorary Titleholders

- 8.3.1 Honorary appointments do not attract salary of any kind from CSU.
- 8.3.2 Honorary titleholders may be employed as casual academics. Payment for work undertaken for CSU must be taken as taxable income and cannot be set aside for professional development.

8.4 Remuneration – Visiting Titleholders

- 8.4.1 Visiting appointments do not attract salary of any kind from CSU.
- 8.4.2 Visiting titleholders may receive a stipend to cover travel and associated expenses. In the event that a visiting appointment is terminated by CSU, payment of the stipend will cease at the end of the notice period. If the appointment is terminated by the visiting titleholder, he/she will be required to repay the amount of the stipend received.
- 8.4.3 Visiting titleholders who are employed by another institution cannot be paid for work undertaken for CSU.

8.5 Remuneration – Adjunct Titleholders

- 8.5.1 Adjunct appointments do not attract salary of any kind from CSU.
- 8.5.2 Adjunct titleholders are not eligible for a living allowance or stipend.
- 8.5.3 Adjunct titleholders who are employed by a partner institution cannot be paid for work undertaken for CSU.
- 8.5.4 Adjunct titleholders may be employed as casual academics. Payment for work undertaken for CSU must be taken as taxable income and cannot be set aside for professional development.

9. OBLIGATIONS OF HVA TITLEHOLDERS

- 9.1 All HVA titleholders are subject to the provisions of CSU's policies on:
 - (a) Outside Professional Activities;
 - (b) Intellectual Property; and
 - (c) the Code of Conduct for Staff.
- 9.2 Visiting Artists are expected to take full responsibility for the security and safeguard of their works, personal effects and equipment.
- 9.3 Where HVA titleholders use CSU's facilities to assist in the generation of research publications, it is expected that their affiliation with Charles Sturt University will be noted on these publications, which should be submitted to the Centre for Research and Graduate Training for the purposes of calculating research quantum.

Table of amendments

Version number	Date	Short description of amendment
V1.0	3/7/1991	
V2.0	6/12/2001	
V3.0	18/11/2005	Reformatted existing policy into new framework and incorporated Artists-in-Residence Policy.



Honorary, Visiting and Adjunct Appointments Procedure

Version	1.0
TRIM file number	05/XXXX
Short description	A procedure on the appointment of honorary, visiting or adjunct staff.
Relevant to	Individuals who are not employed by CSU who are considered to have made or will make a significant contribution to the University.
Approved by	Executive Director, Human Resources
Responsible officer	Executive Director, Human Resources
Responsible office	Division of Human Resources
Date introduced	18 November, 2005
Date(s) modified	
Next scheduled review date	November, 2008
Related documents	University Honorary, Visiting and Adjunct Appointments Policy Outside Professional Activities Intellectual Property Code of Conduct for Staff Staff List Policy
Related legislation	Charles Sturt University Act 1989
Key words	procedure, honorary, visiting, adjunct, teaching, research, artist, policing, theology

1. PURPOSE

This procedure sets out the eligibility criteria for honorary, visiting and adjunct (HVA) appointments at Charles Sturt University (CSU); the appointment procedure; and the duties, expectations and privileges of HVA titleholders.

2. SCOPE

This procedure applies to:

- (a) those who nominate candidates for HVA appointments;
- (b) employees involved in the administration of HVA appointments; and
- (c) individuals seeking appointment to the status of HVA titleholder.

3. CRITERIA FOR APPOINTMENT

3.1 Honorary appointments

Honorary titleholders will meet the criteria for appointment at the equivalent mainstream academic levels, as outlined below.

Academic Levels	Honorary Titles
Non-graded	Honorary Associate
A	Honorary Fellow
B	Honorary Fellow
C	Honorary Fellow
D	Honorary Fellow
E	Emeritus Professor

3.2 Visiting appointments

Visiting titleholders will meet the criteria for appointment at the equivalent mainstream academic levels, as outlined below.

Academic Levels	Visiting Titles
Non-graded	Visiting Artist or Visiting Scholar
A	Visiting Academic
B	Visiting Fellow
C	Visiting Fellow
D	Visiting Professor
E	Visiting Professor

3.3 Adjunct appointments

Adjunct titleholders will meet the criteria for appointment at the equivalent mainstream academic levels, as outlined below.

Academic Levels	Adjunct Titles	
A	Adjunct Lecturer	Adjunct Research Associate
B	Adjunct Lecturer	Adjunct Research Associate
C	Adjunct Senior Lecturer	Adjunct Research Fellow
D	Adjunct Associate Professor	Adjunct Research Fellow
E	Adjunct Professor	Adjunct Research Fellow

3.4 Adjunct appointments – Policing

Titleholders will meet the criteria for appointment specified in the Deed of Agreement between the New South Wales Police and Charles Sturt University. The equivalent mainstream academic levels are outlined below.

Academic Levels	Policing Titles
A	Instructor/Provisional Associate
B	Academic Associate
C	Senior Academic Associate
D	Professorial Associate
E	Professorial Associate

3.5 Adjunct appointments – Theology

Titleholders will meet the criteria for appointment at the equivalent mainstream academic levels, as outlined below.

Academic Levels	Theology Titles
A	Academic Associate
B	Academic Associate
C	Senior Academic Associate
D	Professorial Associate
E	Professorial Associate

4. APPOINTMENT PROCEDURE

- 4.1 The nominator completes the [Recommendation to Offer an Honorary, Visiting or Adjunct Appointment](#) form for the intended appointee and attaches a comprehensive *curriculum vitae*.
- 4.2 The HVA Appointment form is forwarded to the delegated officer for approval.

HVA Appointment	Delegated Officer
Emeritus Professor	University Council
Professorial Associate	Vice-Chancellor
Visiting Professor	Vice-Chancellor
Adjunct Professor	Vice-Chancellor
Adjunct Associate Professor	Vice-Chancellor
Honorary Fellow	Deputy Vice-Chancellor (Academic)
Visiting Fellow	Deputy Vice-Chancellor (Academic)
Adjunct Senior Lecturer	Deputy Vice-Chancellor (Academic)
Senior Academic Associate	Deputy Vice-Chancellor (Academic)
Adjunct Research Fellow	Pro-Vice-Chancellor (Research)
Adjunct Research Associate	Pro-Vice-Chancellor (Research)
Honorary Associate	Dean
Visiting Artist	Dean
Visiting Scholar	Dean
Visiting Academic	Dean
Academic Associate	Dean
Instructor	Dean
Provisional Associate	Dean
Adjunct Lecturer	Dean
Adjunct Administrator	Dean

- 4.3 When approval is granted, the delegated officer forwards the form to the Division of Human Resources (HR) and an offer of appointment outlining the period, terms and privileges attached to the appointment is issued.
- 4.4 Upon receipt of the acceptance of appointment and any associated paperwork, HR processes the appointment into the Alesco system in accordance with established protocols.
- 4.5 When the Alesco record is completed, the Application for a Staff ID Card (if applicable) is forwarded to the Division of Student Administration for processing.

5. DUTIES

- 5.1 Honorary titleholders and visiting titleholders normally have minimal duties, which would not include academic administration.

- 5.2 The duties attached to HVA appointments might include, for example, research collaboration; supervision of students undertaking research or practicums; participation in consultancies; contribution to distance education materials; teaching or guest lecturing and associated examining.
- 5.3 A Visiting Artist is expected to undertake creative work within CSU and to provide opportunities for students to learn and become involved with the professional work of the artist. This involvement may take the form of practical demonstrations, lectures, tutorials, recitals or other performances but, equally, the involvement may be of an informal nature, such as working in studios or theatres concurrently with students.
- 5.4 CSU will be allowed the first opportunity to buy any works completed during the visiting appointment, at prices mutually agreed upon.
- 5.5 Adjunct titleholders may contribute to the delivery of a CSU program, or contribute to ongoing research or scholarship activities. In some instances, they would be employees of partner institutions who collaborate in the delivery of CSU programs, in which case their duties may include administrative work or the organisation of courses.

6. PRIVILEGES

- 6.1 An HVA titleholder may have access to one or more of the following privileges.

6.2 Core Privileges

- 6.2.1 Core privileges comprise:
 - (a) access to the physical and online resources of the Division of Library Services;
 - (b) access to on-site information technology services, a CSU logon, use of the Internet for CSU purposes, and email; and
 - (c) a Staff ID Card specifying the card holder is a member of the HVA staff.
- 6.2.2 Provision of access to the physical and online resources of the Division of Library Services is for CSU purposes only. No access to online services will be provided to HVA titleholders where there is a reasonable expectation that another institution or affiliated body will continue to provide information services. The determination of a reasonable expectation is the responsibility of the Executive Director, Division of Library Services.
- 6.2.3 Access to CSU databases, distance education services (local and international) and reciprocal borrowing privileges is at the discretion of the Division of Library Services.
- 6.2.4 The Executive Director, Division of Library Services may charge costs associated with the provision of information services to the nominated source of funding or Faculty budget.
- 6.2.5 Provision of access to on-site information technology services, a CSU logon, use of the Internet, and email is for CSU purposes only. Where there is a reasonable expectation that another

institution or affiliated body will continue to provide information technology services or support, no CSU logon will be provided. The determination of a reasonable expectation is the responsibility of the Executive Director, Division of Information Technology.

6.2.6 The Executive Director, Division of Information Technology may charge costs associated with the provision of information technology services to the nominated source of funding or Faculty budget.

6.2.7 CSU will provide, on application through the Division of Student Administration, a Staff ID Card specifying that the titleholder is a member of the HVA staff.

6.3 Non Core Privileges

6.3.1 Non-core privileges may include:

- (a) the use of space;
- (b) access to laboratories and research facilities;
- (c) participation in faculty activities generally;
- (d) motor vehicle usage;
- (e) use of telecommunication facilities;
- (f) access to administrative assistance;
- (g) a CSU travel card; and
- (h) other privileges as negotiated with the appropriate section of the University.

6.3.2 The brokerage, organisation and monitoring of non-core privileges is the responsibility of the Dean of Faculty (or nominee).

6.4 Access to Professional Development Activities

6.4.1 With the approval of the Dean (or nominee), honorary titleholders may retain access to their former professional development funds, generated through research and consultancy activities in which they engaged when they were employed by CSU. These funds may be used for research purposes only (for example, to fund research assistance, data collection, expenses associated with collaborative research). These funds cannot be used to attend conferences.

6.4.2 Visiting titleholders are not entitled to funding for professional development activities.

6.4.3 With the exception of policing and theology appointments, adjunct titleholders are not entitled to funding for professional development activities.

6.5 Access to Research Support

6.5.1 HVA titleholders are not entitled to apply for CSU grants, nor are they able to access the research publications grant scheme.

- 6.5.2 HVA titleholders may collaborate on research grant applications providing the Chief Investigator is a CSU employee.
- 6.5.3 HVA titleholders may act as research mentors to CSU academics.
- 6.5.4 Where HVA titleholders use CSU's facilities to assist in the generation of research publications, it is expected that their affiliation with the University will be noted on these publications, which should be submitted to the Centre for Research and Graduate Training for the purposes of calculating research quantum.

Table of amendments

Version number	Date	Short description of amendment



Policy Document

Conferring of all academic titles

For the definitions of terms used in this policy document refer to the [Delegations of Authority](#). Senior Delegated Officer (SDO) means the manager with the delegated authority for the management of a number of organisational units and/or University wide function(s), ie. the relevant DVC or PVC (College). As appropriate for the local nomenclature and reporting lines, when this document refers to Department read also School or Unit; to Faculty read also Sydney College of the Arts, Sydney Conservatorium of Music or Administrative Unit; to Head read Head of Department/School/Unit; and to Dean read also Director or College Principal. For Head, Dean and PVC read also HOA, Senior Manager and DVC, as appropriate.

Policy

This policy document covers the conferral of all academic titles (which is distinct from titles that are received through the academic appointments and promotions processes).

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 of the University.

Principles

- The University is committed to acknowledging contributions made to its teaching, research/scholarship/creative/professional work.
- The conferring of titles is distinct from the classification of staff for the purposes of external reporting.

General conditions and privileges

The Dean, on the advice of the Head and other senior departmental staff (where appropriate), will specify and authorise the privileges applying to individual title holders. These may include the use of space, access to laboratories and research facilities, access to university information technology and communication (ITC) resources, participation in departmental activities generally, membership of the Departmental Board, and the right to apply through the Head to research funding bodies.

The Faculty will determine if a title holder should become a member of the Faculty.

The title holder shall be responsible to the Head of an appropriate University department, or when no such department exists, to the appropriate delegated officer.

The Vice-Chancellor will determine the privileges applying to Senior Executive Positions which carry the title Professor.

When using the conferred title, the full title must be used.

All title-holders are subject to the University of Sydney Code of Conduct, and other relevant University policies. Titles and any accompanying privileges may be revoked if the delegated officer considers that the titleholder is no longer contributing sufficiently or appropriately to the direction and performance of the Faculty, or when the titleholder has breached a relevant University policy or the Code of Conduct.

Coverage

This policy covers the following types of titles¹:

1. Emeritus Professor
2. Academic Titles (Senior Executive Positions)
3. Adjunct Titles
4. Clinical Academic Titles
5. Conjoint Academic Titles
6. Honorary Titles²
7. Visiting Titles
8. Research Titles

Procedures

The procedures specified on the following pages outline only the major steps in the process and do not provide detailed direction on operational matters. The conferral of an academic title involves similar principles and processes to those for the appointment of academic staff.

Reporting

The Pro-Vice-Chancellor (College) is to report to the Academic Board on the conferral of titles within his/her College on an annual basis.

Academic Titles Committee

An Academic Titles Committee for each Faculty is appointed each year by the Pro-Vice-Chancellor (College) and will meet when required to consider any requests for conferral of an adjunct, clinical, conjoint or research title at level D or E, or a Visiting Professor title for a period of 12 months or more. The Academic Titles Committees are comprised as follows:

For Level D Titles:

Core members:

- the Dean (Chair)

¹ In 1999 the title of 'Professorial Fellow' was replaced by either Adjunct Professor or Visiting Professor as appropriate.

² In 1999 the title of 'Honorary Associate' replaced the following titles that had previously been in use: Associate Supervisor within a Faculty, Honorary Clinical Associate, Honorary Clinical Supervisor, Honorary Professional Associate, Honorary Research Associate, Honorary Teaching Associate.

- the Chair of the Academic Board or nominee
- a member of the current (or most recent) Faculty Promotion Committee for promotion to Associate Professor (for Research Titles, this will instead be the Chair of the Faculty Research Committee or nominee)

Additional members (will vary depending on the applicant)

- the Head or nominee
- one other senior member of the department

For Level E Titles (including Visiting Professor):

Core members:

- the Pro-Vice-Chancellor (College) (Chair)
- the Chair of the Academic Board or nominee
- a member of the current (or most recent) Faculty Promotion Committee for promotion to Professor (for Research Titles, this will instead be the Chair of the Faculty Research Committee or nominee)
- the Dean or nominee

Additional members (will vary depending on the applicant)

- the Head or nominee
- one other senior member of the department
- for clinical, conjoint or research titles there will also be one member representing the appropriate external body (eg hospital or Area Health Service for clinical or conjoint, the associated research institute for research)

1 Emeritus Professor

The title of Emeritus Professor may be conferred on a retiring Professor of the University in recognition of sustained outstanding service at the University of Sydney. Although an Emeritus Professor may continue to serve the University after retirement, the title is awarded in recognition of a past record of distinguished service and not with the requirement or expectation of future service to the University.

Unless there are exceptional circumstances, the title is conferred only on Professors who are retiring.

Procedure

- a. The recommendation of a candidate for the title can be made by any Professor (including the Vice-Chancellor, Deputy Vice-Chancellors, Pro-Vice-Chancellors, Deans, and the Chair of the Academic Board), by a group of Professors, or by the Head.
- b. The recommendation shall be in writing and shall provide clear evidence of sustained distinguished academic service to the University by the Professor during his or her tenure.
- c. The recommendation process can be initiated before the proposed date of retirement to allow the conferring of the title immediately on retirement.

- d. The recommendation is sent to the Vice-Chancellor for consideration before referral to the Senate Chair Appointments Committee for approval. If approved, the Senate Chair Appointments Committee will notify Senate of the conferral.
- e. The award of the title and the recipient's record of distinguished academic service to the University may be acknowledged at an appropriate ceremony.

2 Academic Titles (Senior Executive Positions)

Senate Chair Appointments Committee has determined that the title of Professor be conferred on non-professorial staff who hold any of the following positions

- (i) Pro-Vice-Chancellor
- (ii) Dean
- (iii) Deputy-Vice-Chancellor
- (iv) other senior executive positions of the University as approved by the Senate.

The title is conferred at the time and for the period of the appointment to the position.

3 Adjunct (Adjunct Professor, Adjunct Associate Professor, Adjunct Senior Lecturer, Adjunct Lecturer, Adjunct Associate Lecturer)

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. Adjunct titles are frequently conferred upon persons from professional practice. This usage facilitates the integration of the academic and professional components of the instructional program. Holders of such titles are not necessarily required to have an academic background.

Criteria for award

Committees constituted to consider the award of adjunct academic titles will be guided by the

following statements:

Adjunct Professor Leadership at national or international level of a major public/private organisation; outstanding independent contribution to academic/professional/business

development

Adjunct Associate Professor Leadership at national level of significant public/private organisation; significant contribution to academic/professional/business development

Adjunct Senior Lecturer Leadership at State or regional level of a significant public/private organisation; independent contribution to academic/professional/business development

Adjunct Lecturer Leadership at a local level of a public/private organisation; contribution to academic/professional/business development

Adjunct Associate Lecturer Contribution by an employee of a public/private organisation to academic/professional/business development

Special conditions

The conferring of the adjunct title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payments nor alter any salary payments that currently exist.

Procedure for the conferral of an adjunct title for less than twelve months

This procedure should not be used when it is intended that the title may be conferred for a further period.

Following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*.

The Head forwards the nomination to the Dean for approval.

Where approved, titles are conferred for a period of less than twelve months.

Where a person has held an adjunct academic title under this procedure and an extension of the term of the title is sought, the procedure for the conferral of an adjunct academic title for twelve months or more must be followed.

Procedure for the conferral of an adjunct title for twelve months or more

Following consultation with relevant members of the department, the Head forwards to the Dean a nomination for the conferral of the title. A Faculty may have additional specific guidelines for the preparation of such nominations, but the nomination must include:

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae* and the names of referees (two in the case of nominations at the level of Adjunct Associate Lecturer, Adjunct Lecturer and Adjunct Senior Lecturer and three in the case of nominations at the level of Adjunct Associate Professor and Adjunct Professor).
- nominations for the additional members for the additional members for the Academic Titles Committee.

The Dean may approve the conferral of the title of Adjunct Associate Lecturer, Adjunct Lecturer, or Adjunct Senior Lecturer.

For Adjunct Associate Professor and Adjunct Professor titles, if the Dean supports the nomination he or she then refers the nomination to the Academic Titles Committee.

The Committee may meet or may proceed by circulation as determined by the Chair, and the Chair may request that the nominee be interviewed. The Committee prepares a recommendation which is forwarded

- for the award of the title of Adjunct Associate Professor, to the Pro-Vice-Chancellor (College) for approval;
- for the award of the title of Adjunct Professor, via the Pro-Vice-Chancellor (College), to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the title holder continuing to hold an appropriate appointment in a public/private organisation and subject to the title holder continuing to contribute to the Faculty's activities. Recommendations for renewal are made by the Head and approved by the Dean.

Award of a more senior adjunct academic title

Holders of adjunct academic titles may be nominated by the Head for consideration for the award of a more senior title. The procedure for initial award at the relevant level will apply.

4 Clinical Academic (Clinical Professor, Clinical Associate Professor, Clinical Senior Lecturer, Clinical Lecturer, Clinical Associate Lecturer)

Clinical academic titles may be conferred primarily on salaried staff and visiting staff of teaching hospitals and on other health professionals who meet teaching needs, on a regular basis, which the University may not otherwise satisfy and who may also contribute to the University's research activities

Criteria for Award

When considering the award of clinical academic titles, the Academic Titles Committee will be guided by the *Criteria for Award of Clinical Academic Titles Levels A-E* and the quick reference guide in Appendix 1. In view of the fact that a nominee for a clinical academic title has obligations to his/her substantive employer, committees will assess a nomination against these criteria in terms of opportunity available for academic activity.

Special conditions

The conferring of the clinical academic title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payments nor alter any salary payments that currently exist.

Procedure for the conferral of a clinical academic title for less than twelve months

This procedure should not be used when it is intended that the title may be conferred for a further period.

Following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*.

The Head forwards the nomination to the Dean for approval.

Where approved, titles are conferred for a period of less than twelve months.

Where a person has held a clinical academic title under this procedure and an extension of the term of the title is sought, the procedure for the conferral of a clinical academic title for twelve months or more must be followed.

Procedure for the conferral of a clinical academic title for twelve months or more

Following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title and forwards it to the Dean. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae* and the names of referees, two in the case of nominations at the level of Clinical Associate Lecturer, Clinical Lecturer and Clinical Senior Lecturer and three (including at least one international referee) in the case of nominations at the level of Clinical Associate Professor and Clinical Professor
- in the case of nominations for the award of the title of Clinical Associate Professor or Clinical Professor, nominations for the additional membership of the Academic Titles Committee

The Dean may approve the conferral of the title of Clinical Associate Lecturer, Clinical Lecturer, or Clinical Senior Lecturer.

For Clinical Associate Professor and Clinical Professor titles, if the Dean supports the nomination he or she then refers the nomination to the Academic Titles Committee.

The Committee may meet or may proceed by circulation, as determined by the Chair, and the Chair may request that the nominee be interviewed. The Committee prepares a recommendation which is forwarded:

- for the award of the title of Clinical Associate Professor, to the Pro-Vice-Chancellor for approval;
- for the award of the title of Clinical Professor, via the Pro-Vice-Chancellor (College), to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the title holder continuing to hold an appropriate appointment in a teaching hospital or continuing to practise as a health professional and subject to the title holder continuing to contribute to the Faculty's activities. Recommendations for renewal are made by the Head and approved by the Dean.

Award of a more senior clinical academic title

Holders of clinical academic titles may be nominated by the Head for consideration for the award of a more senior title. The procedure for initial award at the relevant level will apply.

5 Conjoint Academic (Professor, Associate Professor, Senior Lecturer, Lecturer, Associate Lecturer)

Conjoint academic titles may be conferred on the following:

- (i) successful applicants for positions advertised conjointly by the University and external bodies, such as an Area Health Service or a research institute that has been formally recognised by the University as being affiliated with a Faculty;
- (ii) persons already in a post (e.g. existing staff of an Area Health Service or existing staff of a research institute that has entered into an agreement with the University) provided they undertake to contribute to teaching, research and University, professional and community service and provided this meets with the approval of the external body;
- (iii) NHMRC, ARC and other holders of nationally competitive peer-reviewed fellowships who undertake to contribute to undergraduate teaching and/or to postgraduate research supervision and/or to service to the University, the profession and the wider community.

Criteria for award

Committees constituted to consider conjoint academic titles will be guided by the “*Criteria for Each Level of Appointment*” contained in that year's Promotions Documentation. In view of the fact that a nominee for a conjoint academic title has obligations to his or her substantive employer, committees will assess a nomination against these criteria in terms of opportunity available for academic activity.

Term

Titles are for the duration of the nominee's substantive appointment or fellowship.

Special conditions

The conferring of a conjoint academic title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

Procedure for the conferral of conjoint academic titles to successful applicants for positions advertised conjointly by the University and an external body

With the approval of the Faculty concerned, conjoint positions at the levels of Associate Lecturer, Lecturer, Senior Lecturer and Associate Professor are advertised by the external body, and appointments are made in accordance with the procedures of the external body. Conjoint positions at the level of Professor are advertised by the University and appointments are made in accordance with the University's appointment procedures for Level E appointments.

A position may be advertised by the University at Associate Professor/Professor where the external body wishes to make a senior appointment but where there is uncertainty that it will attract candidates eligible for an award at the level of Professor. In such cases, the University is able to make an award at the level of Associate Professor without the need for the position to be re-advertised.

Conjoint appointments at the levels of Associate Lecturer, Lecturer and Senior Lecturer and Associate Professor are made by selection committees constituted in accordance with the procedures of the external body but including the following:

- a nominee of the Academic Board

- the Head of the relevant University department or nominee
- another senior member of staff from the department in which the appointment is made
- a member of the current (or most recent) Faculty Promotion Committee for the appropriate level

In addition to selecting the successful candidate for the advertised position, the selection committee will make a recommendation regarding the level of academic title to be awarded to the appointee. The Head will forward the recommendation to the Dean. The Dean may approve awards up to and including Senior Lecturer and will forward a recommendation for the award of the title of Associate Professor to the Pro-Vice-Chancellor (College) for approval.

Procedure for the conferral of conjoint academic titles to existing staff of external bodies

Following consultation with relevant members of the department and the external body, the Head forwards to the Dean a nomination for the conferral of the title. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, responsibilities and rights/privileges
- the nominee's full *curriculum vitae* and the names of referees, two in the case of nominations at the level of Associate Lecturer, Lecturer and Senior Lecturer and three in the case of nominations at the level of Associate Professor and Professor (including at least one international referee)
- nominations for the additional membership of the Academic Titles Committee
- approval from the external body

The Dean may approve the conferral of the title of Conjoint Associate Lecturer, Conjoint Lecturer, or Conjoint Senior Lecturer.

For Conjoint Associate Professor and Conjoint Professor titles, if the Dean supports the nomination he or she then refers the nomination to the Academic Titles Committee.

The Committee may meet or may proceed by circulation, as determined by the Chair, and the the Chair may request that the nominee be interviewed. The Committee prepares a recommendation which is forwarded:

- for the award of the title of Associate Professor, to the Pro-Vice-Chancellor for approval;
- for the award of the title of Professor, via the Pro-Vice-Chancellor (College), to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Procedure for award of conjoint academic titles to NHMRC, ARC and other holders of nationally competitive fellowships

Fellowship holders are not normally awarded conjoint academic titles at a level higher than the level of their substantive appointment, i.e. a Research Fellow would be awarded the title of Lecturer, a Senior Research Fellow the title of

Senior Lecturer and a Principal Research Fellow the title of Associate Professor. Only a Senior Principal Research Fellow would be awarded the title of Professor.

At the time of a Fellowship commencing and following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title and forwards it to the Dean. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*

The Dean may approve awards up to and including Senior Lecturer. The Dean forwards recommendations for the award of the title of Associate Professor to the Pro-Vice-Chancellor for approval. The Dean forwards recommendations for the award of the title of Professor, via the Pro-Vice-Chancellor (College), to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Award of a more senior conjoint academic title

With the exception of holders of NHMRC, ARC and other nationally competitive fellowships, holders of conjoint academic titles are eligible to be considered for the award of a higher academic title through the University's academic promotion process.

6 Honorary Titles

A. Honorary Professor, Honorary Associate Professor, Honorary Reader, Honorary Senior Lecturer, Honorary Lecturer, Honorary Associate Lecturer, Honorary Senior Principal Research Fellow, Honorary Principal Research Fellow, Honorary Senior Research Fellow, Honorary Research Fellow

Honorary titles may be conferred on

- retired members of the University's academic and research-only academic staff

or

- retired or current academic or research-only academic staff of other universities who wish to continue or further develop a significant academic association with the University.

For a retired member of staff an honorary title may be conferred only at the same academic rank held by the staff member at the time of retirement.

Special conditions

The conferring of an Honorary title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

Procedure

Following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full curriculum vitae.

The Head forwards the nomination to the Dean for approval.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the continuing contribution of the recipient, on the recommendation of the Head and the approval of the Dean.

B. Honorary Associate

The title of Honorary Associate may be conferred on persons who make a substantial contribution, usually on a continuing basis, to the teaching and/or research/scholarship/ creative work of a department. Contributions may include: associate supervision; postgraduate supervision; clinical supervision; professional duties; lecturing and associated examining and research/scholarship/creative work. In some cases, the title may be conferred on University staff who are paid in one department and may have a formal association with another department.

Special conditions

The conferring of the title of Honorary Associate does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

Procedure

Following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full curriculum vitae.

The Head forwards the nomination to the Dean for approval.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the continuing contribution of the recipient, on the recommendation of the Head and the approval of the Dean.

7 Visiting Titles

A Visiting Professor

The title of Visiting Professor may be conferred on a Professor from another university, or a person with equivalent status, who is visiting a department.

The Visiting Professor would be expected to make a significant contribution to the teaching and/or research/scholarship/creative work of the University.

Special conditions

For overseas visitors, the appropriate immigration requirements must be fulfilled. The Head should consult with their Personnel Services Team regarding these

requirements prior to inviting a professor from overseas to visit his or her department.

Procedure for the conferral of a title of Visiting Professor for less than twelve months *This procedure should not be used when it is intended that the title may be conferred for a further period.*

Following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title, including

- the proposed term, responsibilities and rights/privileges
- the nominee's full curriculum vitae.

The Head forwards the proposal to the Dean for approval.

Term

Titles are conferred for a period of less than twelve months.

Where a person has held the title of Visiting Professor under this procedure and an extension of the term of the title is sought, the procedure for the conferral of the title of Visiting Professor for twelve months or more must be followed.

Procedure for the conferral of the title of Visiting Professor for twelve months or more

Following consultation with relevant members of the department, the Head forwards to the Dean a nomination for the conferral of the title. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*
- nominations for the additional membership of the Academic Titles Committee.

If he or she supports the nomination, the Dean refers the nomination to the Academic Titles Committee.

The Committee may meet or may proceed by circulation as determined by the Chair. The Committee prepares a recommendation which is forwarded, via the Pro-Vice-Chancellor (College), to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the continuing contribution of the recipient, on the recommendation of the Head, with the approval of the Dean.

B Visiting Scholar

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 programs.

Special conditions

For overseas visitors, the appropriate immigration requirements must be fulfilled. The Head should consult with their Personnel Services Team regarding these requirements prior to inviting an academic from overseas to visit his or her department.

Procedure

Following consultation with relevant members of the department, the Head prepares a recommendation for the conferral of the title, incorporating

- the proposed term, responsibilities and rights/ privileges
- the nominee's full curriculum vitae.

The Head forwards the recommendation to the Dean for approval.

Term

Titles are conferred for up to one year.

Renewal

Titles may be conferred for a further term subject to the continuing contribution of the recipient, on the recommendation of the Head and the approval of the Dean.

8 Research

Senior Principal Research Fellow, Principal Research Fellow, Senior Research Fellow, Research Fellow, Postdoctoral Fellow.

Special conditions

The conferring of the research title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

A University Research Titles For Externally Funded Research Fellows (employees of the University)

Research staff who are employees of the University and who hold externally funded Research Fellowships are automatically granted the equivalent University research titles.

Term

Titles are for the duration of the nominee's appointment.

B University Research Titles For Research Personnel (not employees of the University)

Research titles may be conferred on research personnel who are not employees of the University but who are members of staff of associated research institutes and who contribute to the University's research programs.

Procedure for the conferral of a research title for less than twelve months

This procedure should not be used when it is intended that the title may be conferred for a further period.

Following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title, including

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae*.

The Head forwards the nomination to the Dean for approval.

Where approved, titles are conferred for a period of less than twelve months.

Where a person has held a research title under this procedure and an extension of the term of the title is sought, the procedure for the conferral of a research title for twelve months or more must be followed.

Procedure for the conferral of a research title for twelve months or more

Following consultation with relevant members of the department, the Head prepares a nomination for the conferral of the title and forwards it to the Dean. A Faculty may have specific guidelines for the preparation of such nominations, but the nomination must include

- the proposed title, term, responsibilities and rights/privileges
- the nominee's full *curriculum vitae* and the names of referees, two in the case of nominations at the level of Postdoctoral Fellow, Research Fellow and Senior Research Fellow and three (including at least one international referee) in the case of nominations at the level of Principal Research Fellow and Senior Principal Research Fellow
- in the case of nominations for the award of the title of Principal Research Fellow or Senior Principal Research Fellow, nominations for the additional membership of the Academic Titles Committee.

The Dean may approve the conferral of the title of Postdoctoral Fellow, Research Fellow or Senior Research Fellow.

For Principal Research Fellow and Senior Principal Research Fellow titles, if the Dean supports the nomination he or she then refers the nomination to the Academic Titles Committee.

The Committee may meet or may proceed by circulation, as determined by the Chair, and the Chair may request that the nominee be interviewed. The Committee prepares a recommendation which is forwarded:

- for the award of the title of Principal Research Fellow, to the Pro-Vice-Chancellor for approval;
- for the award of the title of Senior Principal Research Fellow, via the Pro-Vice-Chancellor (College), to the Vice-Chancellor for referral to the Senate Chair Appointments Committee.

Term

Titles are conferred for up to three years.

Renewal

Titles may be conferred for a further term subject to the title holder continuing to hold an appropriate appointment in an associated research institute and subject to the title holder continuing to contribute to the Faculty's research activities. Recommendations for renewal are made by the Head and approved by the Dean.

Award of a more senior research title

Holders of research titles may be nominated by the Head for consideration for the award of a more senior title. The procedure for initial award at the relevant level will apply.

Administration

Background/Context

This policy was developed to clarify, simplify and improve upon the University's existing titles policies and procedures.

9 Authority/consultation

This policy document has been drafted by the Academic Staffing Committee (Professor J Sachs (Chair), Professor M Fry, Professor S Andrews, Professor C Benrimoj, Professor A Coats, Professor S Jones, Associate Professor B McDonald, Professor C Murphy, Associate Professor P Phibbs, Associate Professor R Wheen) in conjunction with the Academic Titles Working Party 2003 (Professor A Coats, Professor J Sachs, Professor C Benrimoj, Emeritus Professor J Chalmers, Professor C Murphy, Professor JP Seale, Professor J Uther), Ms R Deamer, and the Personnel Policy and Strategic Planning Unit (Ms B Emms), taking into consideration comments made by Dr A Davison, Professor H Kendig, Mr S Malcolm, Professor, G Moore, Associate Professor G Sullivan, Professor K Parton.

10 Management responsibility

Chair of the Academic Board

11 Implementation responsibility

- Pro-Vice-Chancellor (Employee Relations)
- Pro-Vice-Chancellors (College)

12 Dates

Approval by

Deputy Vice-Chancellor (Academic)

Date:

13 References

Policies, procedures etc which will be superseded by this document

- Conferring of All Academic Titles (22.6.99)
- Criteria for Award of Clinical academic titles Levels A-D (18.12.98)
- Criteria for Award of Clinical academic titles Level E (18.12.98)

Relevant industrial awards/agreements

- Higher Education Academic Salaries Award 2002, Schedule B, Minimum Standards for Academic Levels (MSAL) for Teaching and Research Academic Staff and for Research Only Academic Staff.

Other related policies/references

- Policy document on the appointment of all categories of academic staff (3.5.99)
- University of Sydney Code of Conduct (19.6.03)
- Promotions Applicant Information Package 2004 (2.1.2004)
- Promotions 2004 – Committee Procedures and Guidelines (2.1.2004)
- Delegations of Authority – Administrative Functions – 2003 (7.4.03)

Appendix 1

Criteria for Award of Clinical Academic Titles Level A-E

(Ready Reference for Academic Titles Committee members)

General Criteria for Conferral of Title: Contribution of at least 30 hours per year to teaching; contribution to research and/or University, professional, community service.

The following criteria are guidelines only. For full details please refer to the documents “Criteria for Award of Clinical Academic Titles Levels A-D” and “Criteria for Award of Clinical Academic Titles Level E”. In determining the level of award, committees are asked to take into account opportunities available to the nominee for the pursuit of academic activities.

General Criteria for Conferral of Title: Contribution of at least 30 hours per year to teaching; contribution to research and/or University, professional, community service.

The following criteria are guidelines only. For full details please refer to the documents “Criteria for Award of Clinical Academic Titles Levels A-D” and “Criteria for Award of Clinical Academic Titles Level E”. In determining the level of award, committees are asked to take into account opportunities available to the nominee for the pursuit of academic activities.

Qualifications:	Clinical Associate Lecturer	Clinical Lecturer	Clinical Senior Lecturer	Clinical Associate Professor	Clinical Professor
	Basic professional qualification, e.g. MBBS or equivalent	As per Associate Lecturer plus specialist qualifications registrable in NSW or higher degree, e.g. FRACP	As per Lecturer plus PhD, MD or equivalent research experience desirable	As per Senior Lecturer, PhD, MD or equivalent research experience essential and/or high level of development of educational methods	As per Associate Professor; research doctorate or equivalent essential.
Research:	Teaching and supervision of students	As per Associate Lecturer plus likely to participate in assessment of students	As per Lecturer plus some involvement in course development and management, e.g. coordination of a block of teaching	As per Senior Lecturer plus significant involvement in course development and implementation, e.g. Chair Assessment Committee	As per Associate Professor plus participation equivalent to Chair of Curriculum Committee for undergraduate medical program and evidence of major educational development