Background

The University has established a form of association for retired colleagues, independent scholars, and researchers associated with other organizations who meet particular criteria, which allows them to complete or continue their academic work, ease the transition to retirement within this context, and to contribute to the goals of the Faculty and University.

Honorary and adjunct appointees make many contributions to the Faculty in a variety of ways related to the Faculty’s mission of teaching, research, and professional and community service. Honorary title holders will not receive remuneration for the activities associated with the award of their title, except as provided in the *Honorary Titles Policy 2013* (at the date of this document, clause 21).

Goal

A mutually beneficial association between honorary and adjunct appointees and the Faculty.

Activities and expectations of honorary and adjunct appointees

Among the most valuable contributions made to the Faculty by honorary and adjunct appointees are those associated with their research activities. To the extent that they obtain external research grants and publish with DEST-recognized publishers and journals, they assist the Faculty in developing and maintaining a strong research profile, which is increasingly being used as the mark of a healthy and vital faculty and university. The Faculty is particularly enthusiastic about contributions of this type.

Honorary and adjunct appointees also make valuable contributions to the Faculty’s research profile by mentoring staff and by assisting them in developing research grant applications and providing publication opportunities by co-authoring articles or offering referrals etc. Honorary and adjunct appointees are also often involved in a range of professional and community service activities.

Principal supervision of research higher degree students must be undertaken by permanent members of staff. However, honorary and adjunct appointees often play substantial roles as auxiliary supervisors. (In some cases, honorary appointees carry supervision duties post-retirement to complete a candidature.) Also refer to *Supervision of Higher Degree by Research Students Policy 2013*

Paid coursework teaching and practicum supervision is normally done by staff with the designation of part-time or casual staff, rather than by honorary appointees who are not normally paid by the Faculty. Honorary appointees may be asked to give one-off guest lectures, seminars or workshops.

Honorary or adjunct title holders must not inappropriately use the affiliation to derive income. If an honorary or adjunct appointment is to be used to derive or facilitate income, such activities must be approved in advance by the Pro-Dean. Additional roles, if appropriate, should be negotiated with the Dean. Similarly, there is an expectation that honorary appointees and adjunct staff will confine themselves to scholarly activity and refrain from participating in policy development, and the decision making, administration and management of Faculty, except when explicitly invited to do so, for specific tasks.
All honorary appointees will be expected to provide an annual report to Faculty which addresses the following expectations.

a. **Research and Scholarship** - publication of at least one refereed journal article and/or at least one other DEST-recognized publication and/or a signed publisher’s contract for such a work using the affiliation with the Faculty which must be indicated explicitly in the publication.
b. **Teaching** – at least one of the activities listed in the table below or equivalent.
c. **Professional and community service** - at least one of the activities listed in the table below or equivalent.

The annual report must be submitted to the Pro-Dean who will assess it against the overall program, having regard for contributions made to the research quantum and other agreed goals.

All honorary and adjunct appointees must familiarise themselves with, and comply with, all applicable University policies and procedures, which are available from the Policy Register. Particular attention is drawn to the following:

a. Code of Conduct – Staff and Affiliates
b. External Interests Policy 2010
c. Policy on the Use of University Information and Communications Technology Resources

**Guidelines for applicants**

1. The University's procedures for the appointment of honorary and adjunct title holders are set out in the *Honorary Titles Procedures 2013*.

2. Those seeking honorary or adjunct appointments should submit to the Pro-Dean a proposal for a program of research and other activities to be undertaken for the proposed period of association, with clear goals and outcomes specified for each year of appointment, which should meet the minimum requirements outlined in the table below. Affiliations with other institutions, bodies or organizations must be declared as part of the application and review processes. If affiliations are entered into during the period of appointment, they should be reported to the Pro-Dean.

<table>
<thead>
<tr>
<th>Research and scholarship</th>
<th>Named investigator on external competitively funded research grant. Author of DEST-recognized refereed journals and publishers. Attracts external consultancy funds paid to the Faculty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>Supervises Research Higher Degree Students as Auxiliary Supervisor. Contributes to postgraduate and/or undergraduate teaching. Assists with the marking of undergraduate and/or postgraduate research theses, dissertations, major independent projects, portfolio reports and/or other students’ independent studies. Conducts non-award professional development courses</td>
</tr>
<tr>
<td>Professional and community service</td>
<td>Hold executive office in professional associations. Conducts commissioned work for government or semi-government authorities or professional associations. Conducts public lectures on behalf of the Faculty. Mentors less experienced staff of the Faculty. Contributes to policy and/or curriculum development within the Faculty. Publishes textbooks and/or other non-DEST recognized professional materials.</td>
</tr>
</tbody>
</table>
3. Where the Pro-Dean believes there to be a good case for appointment, s/he will seek endorsement of the recommendation from Faculty Management Committee before recommending that the Dean proceed with the appointment.

4. Each appointment will normally be for an initial period of no more than two years, with the possibility of renewal, subject to evaluation. (An example of an instance where an appointment may be made for a greater than two year period would be where the appointment is for the conduct/management of an externally funded project.)

5. On appointment, honorary and adjunct appointees will be advised of their entitlements to the following services and/or facilities which, in addition to the entitlements provided in the Honorary Titles Policy 2013, may also include:

   a. access to a desk in a shared office where needed;
   b. listing in the Staff Directory;
   c. access to research seminars;
   d. limited administrative support, at the discretion of the Faculty Management Committee and in consultation with the Faculty Manager, and usually restricted to support for a fully funded research project.

6. Any other appointments or affiliations are subject to, and must comply with, the provisions of the External Interests Policy 2010 and Code of Conduct – Staff and Affiliates of the University and should be discussed with the Pro-Dean.

These provisions must be read in conjunction with University policies:

Affiliates Policy
Code of Conduct - Staff and Affiliates
External Interests Policy 2010
Honorary Titles Policy 2013
Honorary Titles Procedures 2013
Policy on the Use of University Information and Communications Technology Resources