



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 appointees and adjunct staff 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. The normal expectation is that honorary appointees are not paid for their services to the University, which are volunteered, and do not inappropriately use the affiliation to derive income. Problems often arise when exceptions are made to this principle. 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.

Goal

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

Activities of honorary appointees and adjunct staff

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

Supervision of research higher degree students must be undertaken by permanent members of staff. However, honorary appointees and adjunct staff often play substantial roles as associate supervisors. (In some cases, honorary appointees carry supervision duties post-retirement to complete a candidature.)

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.

Guidelines for applicants

1. 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 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.

Research and scholarship	Named investigator on external competitively funded research grant. Author of DEST-recognized refereed journals and publishers. Attracts external consultancy funds paid to the Faculty.
Teaching	Supervises Research Higher Degree Students as Associate 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
Professional and community service	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.

All honorary appointees will be expected to include the following in their annual contribution to Faculty:

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.

Teaching – at least one of the activities listed in the table or equivalent.

Professional and community service - at least one of the activities listed in the table or equivalent.

2. Where the Pro-Dean believes there to be a good case for appointment, s/he will seek endorsement of the recommendation by the Faculty Management Committee before proceeding with the appointment.
3. Honorary and adjunct appointees will submit to the Pro-Dean (Development) an annual progress report against the overall program, having regard for contributions made to the research quantum and other agreed goals. The Pro-Dean is to review the progress report with the honorary or adjunct appointee prior to confirming continuation of 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:
 - Access to a desk in a shared office*
 - Access to a computer, shared telephone, fax and photocopying facilities*
 - Limited and basic office supplies*
 - Listing in the Staff Directory*
 - Provision of a University email address*
 - Use of University library facilities*
 - Access to research seminars*

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 and Code of Conduct of the University and should be discussed with the Pro-Dean.

7. In so far as honorary or adjunct appointment is used to derive or facilitate income, such activities should be approved in advance by the Pro-Dean.

These provisions must be read in conjunction with University policies:

Affiliates Policy: (<http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/92&RendNum=0>)

Code of Conduct – Staff & Affiliates:

(<http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/65&RendNum=0>)

External Interests Policy: (<http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/75&RendNum=0>)