

HONORARY TITLES POLICY 2013

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution adopts the following Policy.

Dated: 1 December 2014

Last amended: 26 November 2015, commencing 1 January 2016
29 March 2016, commencing 30 March 2016
21 June 2017 (administrative amendments)

Signature:

Name: Professor Stephen Garton

Position: Provost & Deputy Vice-Chancellor

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1 Name of policy

This is the Honorary Titles Policy 2013

2 Commencement

This policy commences on 1 January 2015.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4 Statement of intent

This policy:

- (a) recognises the benefit the University receives from contributions to teaching, research and other services provided to it on an honorary basis;
- (b) provides for the award of honorary titles in acknowledgement of such contributions; and
- (c) sets out the privileges and obligations attaching to such titles.

5 Application

This policy applies to:

- (a) the University, staff and affiliates; and
- (b) the award of all honorary titles, whether to individuals from outside the University or to current or former staff members.

6 Definitions

Dean means:

- in relation to a faculty, the Dean of the relevant faculty;
- in relation to a University School, the Head of School and Dean (University School) of the of the relevant University School

see [University of Sydney \(Governance of Faculties and University Schools\) Rule 2016](#)

delegate means a person authorised by the Senate to act on behalf of the University in specified situations, as provided in the [University of Sydney \(Delegations of Authority – Administrative Functions\) Rule 2016](#).

Enterprise Agreement means the University of Sydney Enterprise Agreement 2013-2017 or any replacement agreement

Faculty means a faculty or University school

see [University of Sydney \(Governance of Faculties and University Schools\) Rule 2016](#)

7 Honorary titles that may be awarded

- (1) The following titles may be awarded:
 - (a) Professor Emerita or Emeritus;
 - (b) Adjunct titles:
 - (i) Adjunct Associate Lecturer;
 - (ii) Adjunct Lecturer;
 - (iii) Adjunct Senior Lecturer;
 - (iv) Adjunct Associate Professor;
 - (v) Adjunct Professor;
 - (c) Clinical titles:
 - (i) Clinical Associate Lecturer;
 - (ii) Clinical Lecturer;
 - (iii) Clinical Senior Lecturer;
 - (iv) Clinical Associate Professor;
 - (v) Clinical Professor;
 - (d) Conjoint titles:
 - (i) Conjoint Associate Lecturer;
 - (ii) Conjoint Lecturer;
 - (iii) Conjoint Senior Lecturer;
 - (iv) Conjoint Associate Professor;
 - (v) Conjoint Professor;
 - (e) Academic titles for NHMRC, ARC and other holders of nationally competitive peer-reviewed fellowships employed by the University:
 - (i) Associate Lecturer;
 - (ii) Lecturer;
 - (iii) Senior Lecturer
 - (iv) Associate Professor;
 - (v) Professor;
 - (f) Research titles:
 - (i) Postdoctoral Fellow;
 - (ii) Postdoctoral Research Fellow;
 - (iii) Postdoctoral Senior Research Fellow;
 - (iv) Postdoctoral Principal Research Fellow;
 - (v) Postdoctoral Senior Principal Research Fellow;
 - (g) Honorary academic titles:
 - (i) Honorary Associate Lecturer;
 - (ii) Honorary Lecturer;



- (iii) Honorary Senior Lecturer;
 - (iv) Honorary Associate Professor;
 - (v) Honorary Professor;
 - (vi) Honorary Postdoctoral Fellow;
 - (vii) Honorary Research Fellow;
 - (viii) Honorary Senior Research Fellow;
 - (ix) Honorary Principal Research Fellow;
 - (x) Honorary Senior Principal Research Fellow;
 - (h) Honorary Associate;
 - (i) Professorial Fellow;
 - (j) Visiting Professor;
 - (k) Visiting Fellow;
 - (l) Visiting Scholar;
 - (m) Any other honorary title may only be approved by the Vice-Chancellor, and only in exceptional circumstances. In such cases, the Vice-Chancellor may first seek advice from the Senate Human Resources Committee.
- (2) Clinical, adjunct, conjoint and honorary titles may be awarded in a specific area (teaching or research) in which the major contribution to the faculty will be made.
- (3) Where no area is specified it will be assumed the individual will be contributing to both teaching and research.

8 Professor Emerita or Emeritus

- (1) The title of Professor Emerita (in the case of a woman) or Professor Emeritus (in the case of a man) may be conferred on a retiring professor of the University in recognition of sustained distinguished service during the period they were employed by The University of Sydney.
- (2) The award of the title will be made in consideration of the following normative criteria:
- (a) having held a position at the University for a period of at least 10 years or, in exceptional circumstances, five years;
 - (b) having been outstanding in research, relative to faculty norms for Level E staff;
 - (c) having been outstanding in teaching, demonstrating significant leadership in teaching over a long period;
 - (d) having been outstanding in service, and demonstrated leadership in such areas as mentoring, University service, service to the discipline and the community;
 - (e) where none of subclauses (a) to (d) apply, having nevertheless been exceptional in one or more of the key areas of research, teaching or service.
- (3) Although a Professor Emerita or Emeritus 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.

- (4) Unless there are exceptional circumstances, the title may only be conferred on Professors who are retiring.
- (5) Those awarded the title may choose to use the title of Emeritus Professor instead.

9 Adjunct titles

- (1) Adjunct titles may be conferred on individuals who are expert in an appropriate field and who are contributing significantly to teaching or research, or who are fostering partnerships between the University and industry, a profession or the wider community.
- (2) Adjunct titles may be conferred on individuals in professional practice with the aim of facilitating the integration of the academic and professional components of academic programs.
- (3) Holders of adjunct titles are not necessarily required to have an academic background.
- (4) Committees constituted to consider the award of adjunct titles will be guided by the following normative criteria.
 - (a) **Adjunct Associate Lecturer:** contribution by an employee of a public or private organisation to academic, professional, or business development.
 - (b) **Adjunct Lecturer:** leadership at a local level of a public or private organisation; contribution to academic or professional or business development.
 - (c) **Adjunct Senior Lecturer:** leadership at state or regional level of a significant public or private organisation; independent contribution to academic, professional or business development.
 - (d) **Adjunct Associate Professor:** leadership at national level of a significant public or private organisation; significant contribution to academic, professional or business development.
 - (e) **Adjunct Professor:** leadership at national or international level of a major public or private organisation; outstanding independent contribution to academic, professional or business development.

10 Clinical titles

- (1) Clinical titles may be conferred on salaried staff and visiting staff of teaching hospitals and on other health professionals for contributions to teaching on a regular basis or to the University's research activities.
- (2) Committees constituted to consider the award of clinical titles will be guided by the following normative criteria.
 - (a) **Clinical Associate Lecturer:** basic professional qualification, e.g. BN or MBBS, experience in teaching and supervision of students.
 - (b) **Clinical Lecturer:** as per Clinical Associate Lecturer, plus specialist qualifications registrable in NSW or higher degree or equivalent experience, and ability to participate in assessment of students,

- (c) **Clinical Senior Lecturer:** as per Clinical Lecturer, plus some involvement in course development and management; research experience with PhD or equivalent qualification desirable.
- (d) **Clinical Associate Professor:** as per Clinical Senior Lecturer, with original and/or innovative contributions of significant or nationally recognised research and/or high level of development of educational methods, and significant involvement in course development and implementation.
- (e) **Clinical Professor:** as per Clinical Associate Professor, plus original or innovative contributions to nationally and/or internationally recognised research and participation in curriculum committees and evidence of major educational development.

11 Conjoint titles

- (1) Conjoint titles may be conferred on the following:
 - (a) successful applicants for positions advertised conjointly by the University and external bodies, such as a Local Health District or a research institute that has been formally recognised by the University as being affiliated with a faculty;
 - (b) individuals already in a post (e.g. existing staff of a Local Health District 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.
- (2) Committees constituted to consider conjoint titles will be guided by the position classification standards outlined in the Enterprise Agreement and the normative criteria contained in the [Academic Promotions Procedures 2014](#). In view of the fact that a nominee for a conjoint title has obligations to his or her substantive employer, committees should assess nominations against these criteria in terms of the opportunity available for academic activity.

12 Academic titles for holders of nationally competitive peer-reviewed fellowships

- (1) NHMRC, ARC and other holders of nationally competitive peer-reviewed fellowships may be eligible for an academic title if they:
 - (a) are employed by the University at Levels A – C; and
 - (b) undertake to make significant contributions to teaching, postgraduate research supervision or provide additional service to the University.
- (2) Unless there are special circumstances, fellowship holders will be awarded academic titles at the level of their substantive appointment, e.g. a Research Fellow should be awarded the title of Lecturer; a Senior Research Fellow should be awarded the title of Senior Lecturer.
- (3) Level D Research only staff are automatically awarded the personal title of Associate Professor, while those at Level E are automatically awarded the title of Professor. Additional teaching or other contribution is not required.

13 Research titles

- (1) University staff up to Level C who hold externally funded research fellowships are automatically granted the equivalent University research titles as follows:
 - (a) Postdoctoral Fellow for Level A;
 - (b) Research Fellow for Level B; and
 - (c) Senior Research Fellow for Level C.
- (2) Research titles may be awarded to 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.

14 Honorary academic titles

- (1) Honorary titles may be awarded to:
 - (a) retired members of the University's academic and research-only academic staff;, or
 - (b) retired or current academic or research-only academic staff of other universities who wish to continue or to develop a significant academic association with the University.
- (2) An honorary title may only be awarded to a retired member of staff at the same academic rank held at the time of retirement.

15 Honorary Associates

- (1) The title of Honorary Associate may be awarded to individuals who make a substantial contribution, usually on a continuing basis, to teaching, research, scholarship or creative work.
- (2) Contributions may include postgraduate supervision, clinical supervision, lecturing and associated examining, and research, scholarship, or creative work.
- (3) In some cases, the title may be conferred on University staff who are paid in one department or school and have a formal association with another department or school. An alternative would be obtaining approval from the relevant delegate for the staff member concerned to become a formal member of both departments or schools.

16 Visiting Professors or Professorial Fellows

- (1) The title of Visiting Professor or Professorial Fellow may be conferred on a professor from another university, or a person with equivalent status, who is visiting a department or school.
- (2) Visiting Professors and Professorial Fellows are expected to make a significant contribution to the teaching, research, scholarship or creative work of the University.

17 Visiting Fellows

- (1) The title of Visiting Fellow may be conferred on individuals who are considered expert in an appropriate field and who are visiting a department or school for a period of time.
- (2) The title is conferred on someone with appropriate academic qualifications suitable for an appointment to an academic position at Levels A - D.
- (3) Visiting Fellows are expected to make a significant contribution to the teaching, research, scholarship or creative work of the University.

18 Visiting Scholars

The title of Visiting Scholar may be conferred on an academic visitor with whom it is desirable that a department or school has a formal association on a short-term basis, without that person necessarily making a major contribution to the teaching, research, scholarship or creative work programs.

19 Duration and renewal of honorary titles

- (1) The title of Professor Emerita or Professor Emeritus is ongoing.
- (2) The following titles are awarded for the duration of the substantive appointment:
 - (a) conjoint titles;
 - (b) academic titles for NHMRC, ARC and other holders of nationally competitive peer-reviewed fellowships employed by the University;
 - (c) research titles awarded to University staff.
- (3) The following titles are awarded for up to three years in the first instance, but may be restricted to less than 12 months as prescribed in the procedures associated with this policy:
 - (a) adjunct titles;
 - (b) clinical titles;
 - (c) research titles awarded to staff of external bodies;
 - (d) honorary academic titles;
 - (e) Honorary Associate;
 - (f) Professorial Fellow;
 - (g) Visiting Professor;
 - (h) Visiting Fellow;
 - (i) Visiting Scholar.
- (4) The duration of the following titles may be further restricted if the person concerned is coming from overseas and requires a visa:
 - (a) Professorial Fellow;
 - (b) Visiting Professor;
 - (c) Visiting Fellow;
 - (d) Visiting Scholar.

Note : Visiting academic visas (subclass 419) are generally restricted to one year in the first instance.

- (5) Honorary titles awarded under the procedures for clinical, adjunct and visiting professor titles of no more than 12 months' duration are not renewable.
- (6) All other honorary titles may be renewed by the relevant delegate upon the provision of evidence of continuing contributions.

20 Award of higher honorary titles

- (1) Holders of adjunct, clinical, conjoint or research titles may in due course seek a higher title. As in the case of academic promotions, the focus of any such application will be on achievements since the award of the title, including evidence of an upward trajectory.
- (2) An application for a higher adjunct, clinical or research title may be submitted at any time and will be assessed in accordance with the procedures used for an initial application.
- (3) An application for a higher conjoint title must be made through the University's academic promotions process, which is administered on an annual basis.

21 General conditions and privileges of honorary titles

- (1) The conferring of an honorary title does not:
 - (a) establish an employment relationship;
 - (b) alter any employment relationship that currently exists (unless it is intended to supersede that relationship); or
 - (c) entitle the recipient to any salary payments.
- (2) Honorary title-holders will not receive remuneration for the activities associated with the award of their title, except where:
 - (a) the payment is for activities that are temporarily in excess of the normal expectations of a title-holder (e.g. where the title-holder has agreed to perform additional teaching because of an unexpected staff shortage or a special project), providing the proposed remuneration has been approved by the relevant delegate;
 - (b) the individual is an adjunct title-holder making significant contributions to teaching at the expense of their professional activities, providing the proposed remuneration has been approved by the relevant delegate; or
 - (c) the individual is a Visiting Professor or Professorial Fellow and has agreed to undertake the full range of duties associated with a professorial role within the University.
- (3) All honorary title-holders are entitled to:
 - (a) a library card to obtain access to the University library;
 - (b) an "@sydney" email account; and
 - (c) a UniKey log-in to access the University's intranet.
- (4) Honorary title-holders are eligible to apply and pay for a parking sticker providing limited parking rights on campus, in accordance with the terms of any applicable policy.

Note: See the [Traffic and Parking Policy 2012](#).

- (5) The relevant dean or, where appropriate, the head of school may specify and authorise additional privileges applying to individual title-holders. These may include:
 - (a) the use of space;
 - (b) access to laboratories and research facilities;
 - (c) access to ICT resources;
 - (d) participation in school activities generally; and
 - (e) membership of the school Board.
- (6) The relevant faculty will determine if an honorary title-holder becomes a member of the faculty, in accordance with the terms of the faculty's constitution.
- (7) Honorary title-holders, other than Professors Emerita or Emeritus, are responsible to the head of an appropriate department or school or, when no such department or school exists, to an officer nominated by the relevant dean.
- (8) When using an honorary title, the full title must be used.
- (9) Except for Professors Emerita or Emeritus, all honorary titleholders must formally agree to be subject to the [Code of Conduct – Staff and Affiliates](#) and other relevant University policies.
- (10) Except for Professors Emerita or Emeritus, honorary titles and any accompanying privileges may be revoked if the relevant delegate considers that:
 - (a) the title-holder is no longer contributing sufficiently or appropriately to the direction and performance of the faculty;
 - (b) the title-holder has breached a relevant University policy or the [Code of Conduct – Staff and Affiliates](#).

22 Procedures

- (1) The Provost and Deputy Vice-Chancellor may determine procedures for the implementation of this policy.
- (2) Any such procedures must be determined in writing and published on the University's website.

23 Rescission

The *Honorary Titles Policy 2013* dated 3 February 2013 is rescinded as from the commencement date of this policy.

NOTES

Honorary Titles Policy 2013

Date adopted: 1 December 2014

Date commenced: 1 January 2015

Date amended: 26 November 2015, commencing 1 January 2016
 29 March 2016, commencing 30 March 2016
 21 June 2017 (administrative amendments only)

Administrator: Associate Director (Operations), Office of the Provost & Deputy Vice-Chancellor

Review date: January 2018

Related documents:

[Academic Promotions Procedures 2015](#)

[Code of Conduct – Staff and Affiliates](#)

[Honorary Titles Procedures 2013](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
Amended:	Senate, 2 June 2014	1 July 2014
	Administrative amendment. Number corrected and normative criteria clarified in 8.2	15 November 2014
10	Clarification regarding clinical titles	15 November 2014 (amendment overlooked and made 11 March 2015)
7(2), 7(3)	Clauses added	1 January 2016
7(1)(m)	Reference to Senate Chair Appointments Committee changed to Senate Human Resources Committee	30 March 2016
6	Updated references to <i>University of Sydney (Delegations of Authority – Academic Functions) 2016</i>	21 June 2017
6; 21(5); 21(7)	Amendments arising from organisational design change	21 June 2017
6	Amended references to internal policy document	21 June 2017