FACULTY OF LAW - HONORARY TITLES PROVISIONS 2013

(1) These provisions set out the requirements for recommending a candidate to be conferred a title as per the *Honorary Titles Policy 2013* and *Honorary Titles Procedures 2013*. They apply in addition to the provisions set out in those documents.

(2) All requests should be discussed at the appropriate cluster group meeting (and noted as such), prior to the nomination. If there is no appropriate cluster group, requests should be discussed with the Pro Dean.

(3) Consideration should also be given to a nominee's involvement: for example, a lunchtime seminar, Continuing Professional Development (CPD) seminar, published research or supervision of a research student. It is expected that the nominator will take an active role to involve the title holder within the faculty.

(4) Once considered by the cluster group or Pro Dean, the nominator must complete a *Checklist* as set out in the Schedule to these provisions, and forward all relevant documentation to the Faculty Administrative Officer. The Checklist is also available at \\fs2.shared.sydney.edu.au\law\Information for Staff\ConferringHonoraries .

(5) The following criteria for nomination apply in addition to those set out in the *Honorary Titles Policy 2013*.,

(6) **Adjunct Professor**

(a) A person may be nominated as an Adjunct Professor if:

(i) they are a judge; QC; SC; partner (for at least 5 years) in a major law firm; or equivalent standing for people who do not fall into these groups such as senior public servants etc, and

(ii) teaching the whole (or in exceptional cases, a part) of a unit of study, and on an on-going basis.

(b) The Dean will approve appointments less than 12 months only in cases where it is known and expected that the arrangement would not exceed 12 months. All other nominations should be recommended to the Senate Chair Appointments Committee for a 3 year appointment.

Note: See University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

(7) **Adjunct Lecturer, Senior Lecturer, Associate Professor**

These titles may be used for those that do not meet all the criteria for the title of Adjunct Professor but who contribute in a similar way to the faculty. In most cases, the title *Adjunct Lecturer* is appropriate.

(8) **Research Affiliates**

In rare cases, it is possible for a person to be appointed an Adjunct even if not involved in the teaching program in a substantial way. Consideration should also be given to the appointment of such individuals as *Research Affiliates* (refer Affiliates Policy). These can be considered on a case by case basis.

(9) **Visiting titles**

(a) Visiting academics (either from overseas or within Australia) who are visiting the faculty for the purpose of teaching on an ad hoc or occasional basis, such as teaching a postgraduate intensive, may be given a "visiting" title.

(b) The title of *Visiting Professor* may be conferred on a Professor from another university, or a person with equivalent status. The Visiting Professor would be expected to make a significant contribution to any or all of the teaching, research, scholarship or creative work of the University.

(c) The title of *Visiting Scholar* may be conferred on an academic visitor with whom it is desirable that the School 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.

(d) Apart from teaching, these titles may also be used for overseas and local occasional visitors who are otherwise making a significant contribution to the faculty, such as working on a joint ARC project, undertaking significant work or research in association with a Centre, or delivering a major lecture while visiting the faculty.

(e) Visiting titles should be given for the period of the visit (eg. one month).

(10) **Honorary academic titles**

This is generally for retired staff members – refer Honorary Titles Policy 2013.

(11) **Emeritus Professor**

This is generally for a retiring professor in recognition of sustained distinguished service – refer Honorary Titles Policy 2013.

(12) **Affiliates**

May be made for an individual who is not a conferred title holder and is contributing to the university research productivity or claims an affiliation – refer Affiliates Policy.

(13) **Honorary Awards**

These are not academic titles. See the *Selection of Candidates for Honorary Awards Policy* and http://sydney.edu.au/senate/HonAwardsIndex.shtml

NOTES

Faculty of Law- Honorary Titles Provisions 2013

Date adopted:	28 November 2013
Date commenced:	28 November 2013
Approved by:	Professor Joellen Riley, Dean
Signature:	……..
Related documents:	*University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)*
	Affiliates Policy
	Honorary Titles Policy 2013
	Honorary Titles Procedures 2013
	Selection of Candidates for Honorary Awards Policy

THE UNIVERSITY OF SYDNEY

SCHEDULE

HONORARY TITLES CHECKLIST

NAME: _____ _____
Family Name First and other names

CONFERRED TITLE: Adjunct_____ NEW / RENEWAL

3 years / 12 months*

Name of nominator: _____ **Date:** ____ /_____ / _____

Nominee meets criteria: (please tick as appropriate)

Adjunct Professor

- ☐ Is a judge, QC, SC or partner (for at least 5 years) in a major law firm (or equivalent standing for people who do not fall into these groups such as senior public servants etc)
- ☐ Is teaching a whole (in exceptional cases a part of) unit of study, and on an on-going basis
- ☐ Has demonstrated leadership at national or international level of a major public/private organisation, and
- ☐ Has made an outstanding independent contribution to academic/professional/business development, including a link to the legal profession.

Adjunct Associate Professor

- ☐ Is teaching a significant part of a unit of study, and on an on-going basis
- ☐ Has demonstrated leadership at national level of significant public/private organisation
- ☐ Has made a significant contribution to academic/professional/business development, including a link to the legal profession.

Senior Lecturer

- ☐ Is teaching a significant part of a unit of study, and on an on-going basis
- ☐ Has demonstrated leadership at State or regional level of a significant public/private organisation
- ☐ Has made an independent contribution to academic/professional/business development, including a link to the legal profession.

Lecturer

- ☐ Is teaching a significant part of a unit of study, and on an on-going basis
- ☐ Has demonstrated leadership at local level of a significant public/private organisation
- ☐ Has made a contribution to academic /professional/business development, including a link to the legal profession.

Other

- ☐ Title to be conferred……

Documentation requirements:

- ☐ Full curriculum vitae (including list of publications)
- ☐ Names and contact details of referees
  - o 2 for Lecturer/Senior Lecturer (preferable to have 4)
  - o 3 for Associate Professor/Professor (preferable to have 5 with at least 2 externals)
- ☐ Residential address included
- ☐ Email address included
- ☐ Proof of identify sighted and/or certified copy attached
- ☐ Date of birth recorded (NOTE: This is required to request unikey/email address)
- ☐ Honorary title nomination and appointment form

Approval:

- ☐ Discussed at cluster meeting and approved by Cluster Representative OR Pro Dean
- ☐ Name of Cluster Group

  _____

- ☐ Faculty Administrative Coordinator

* **All nominations should be recommended for a 3 year appointment**. Only in cases where it is known and expected the arrangement would not exceed 12 months should this be sought.