Honorary Academic Titles and Visiting Appointments Policy

Section 1 - Introduction

Purpose

(1) This policy sets out the conditions for conferral of honorary academic titles and the benefits afforded to and obligations of honorary academic title holders and visiting appointees to the University of Newcastle (the University).

(2) This document should be read in conjunction with the Honorary Academic Titles and Visiting Appointments Procedure.

Background

(3) The provision of honorary appointments acknowledges the extensive contribution to teaching, research, academic programs, and professional leadership that individuals who are not employed by the University make to its everyday operation. The University confers an honorary academic title on appointees to recognise the existence of a collaborative relationship.

(4) The University may award an honorary title to an individual in recognition of their collaboration and contribution to research, teaching, and/or service and engagement with the University.

Scope

(5) The following categories of honorary academic titles are covered by this Policy:

a. Conjoint;
b. Clinical Conjoint;
c. Adjunct;
d. Honorary; and
e. Visiting Academic.

(6) This policy does not apply to the award of:

a. Honorary Degrees – refer to Honorary Degree Nominations Policy;
b. Honorary University Fellowships – refer to Honorary University Fellowship Policy;
c. Professor Emeritus title – refer to Professor Emeritus and other Courtesy Titles Policy;
d. Laureate Professor or Distinguished Laureate Professor title – refer to Appointment as Laureate Professor Policy; or to
e. visitors who do not meet the requirements of an honorary academic title, but require access to systems – refer to Affiliate Users.

Section 2 - Policy Intent

(7) This policy:

a. recognises the benefit the University receives from contributions to research, teaching and/or service and engagement on an honorary basis;
b. provides for the award of honorary titles in acknowledgment of such contributions; and
c. describes the privileges and obligations attached to such titles.

Section 3 - Policy Principles

(8) The award of an honorary academic title is not an appointment to a position and does not establish any employment relationship between the University and the individual.

(9) An honorary appointment will be paused when the appointee accepts an offer of paid employment with the University. The honorary appointment may be reinstated for the remaining period of the original appointment following the cessation of paid employment with the University.

(10) An honorary appointment does not entitle the appointee to any salary payments. Honorary appointees will not receive remuneration for the activities associated with the award of their honorary academic title, except where the payment for activities is temporary and in addition to the normal expectations of an honorary academic title holder as stipulated in their letter of appointment. In such circumstances, the proposed remuneration must be approved by an authorised delegate.

(11) Associated costs must be met by the School to which the honorary appointment is attached.

(12) Recommendations for the level of an honorary academic title must be consistent with the relevant Criteria for Assessing the Level of Honorary Academic Appointment.

(13) The conferral of an honorary academic title must be outlined in a letter of appointment to the recipient. The University should identify specific resources and/or facilities that may be made available to support the title holders contributions in the letter of appointment.

(14) The use of an honorary academic title must not commence until the letter of appointment has been issued, signed and returned to the University.

(15) The use of any honorary academic title is contingent upon the appointee’s contributions to research, teaching and/or service and engagement at the University, as outlined in the letter of appointment.

(16) The honorary academic title holder must comply with the University's Staff Code of Conduct and all relevant University, rules, policies and procedures (“University policies”) whilst undertaking activities relating to their honorary academic appointment.

(17) The honorary academic title holder is responsible to the relevant Head of School (or equivalent).

(18) Research outputs of the honorary academic appointee must include the University of Newcastle by-line.

(19) An honorary academic appointment may be renewed for additional terms on a triennial basis.

Withdrawal of an Honorary Academic Title

(20) Honorary academic titles are conferred at the discretion of the University. An honorary academic appointment,

and any associated conditions and privileges may be withdrawn at any time at the University's discretion.

Merit and Equity

(21) The award of honorary academic titles is based on merit and must recognise an individual’s academic and professional achievements relevant to the type and academic level of the honorary academic title. In awarding honorary academic titles, the University must adhere to the principles of equity and non-discrimination.

Section 4 - Conjoint Appointment

(22) The University may award the following Conjoint titles:

a. Conjoint Professor (Level E);
b. Conjoint Associate Professor (Level D);
c. Conjoint Senior Lecturer (Level C);
d. Conjoint Lecturer (Level B); and
e. Conjoint Associate Lecturer (Level A).

(23) A Conjoint title may be awarded to an individual who contributes significantly to teaching and/or research at the University as part of their employment with an organisation that has a formal affiliation with the University of Newcastle.

(24) An application for promotion to a higher Conjoint title may be submitted in accordance with the Academic Promotion Policy and Procedure.

Section 5 - Clinical Conjoint Appointment

(25) The University may award the following Clinical Conjoint titles:

a. Clinical Conjoint Professor (Level E);
b. Clinical Conjoint Associate Professor (Level D);
c. Clinical Conjoint Senior Lecturer (Level C);
d. Clinical Conjoint Lecturer (Level B); and
e. Clinical Conjoint Associate Lecturer (Level A).

(26) A Clinical Conjoint title may be awarded to a medical, nursing, midwifery or other allied health professional who undertakes clinical duties as part of their employment with public health services, non-government organisations, or private practice, and who contributes to the University's teaching and/or research, arising from that employment.

(27) The University may award a Clinical Conjoint title higher than Clinical Conjoint Associate Lecturer to an individual in recognition of their experience in the relevant discipline area. The individual may or may not hold a PhD.

(28) An application for a higher Clinical Conjoint title may be submitted in accordance with the Academic Promotion Policy and the Clinical Conjoint Academic Promotion Procedure.

Section 6 - Adjunct Appointment

(29) The University may award the following Adjunct titles:

a. Adjunct Professor (Level E);
b. Adjunct Professor of Practice (Level E);
c. Adjunct Associate Professor (Level D);
d. Adjunct Senior Lecturer (Level C);
e. Adjunct Lecturer (Level B); and
f. Adjunct Associate Lecturer (Level A).

(30) An Adjunct title may be awarded to an individual who is an expert in an appropriate field from professional practice and is contributing to the University's teaching and/or research, or is fostering partnerships between the University of Newcastle and industry or the wider community.

(31) The University may award the title of Adjunct Professor of Practice to an individual from industry without an academic background but of equivalent standing in industry.

(32) An application for promotion to a higher Adjunct title may be submitted in accordance with the Academic Promotion Policy and Procedure.

Section 7 - Honorary Appointment

(33) The University may award the following Honorary titles:

a. Honorary Professor (Level E);
b. Honorary Associate Professor (Level D);
c. Honorary Senior Lecturer (Level C);
d. Honorary Lecturer (Level B); and
e. Honorary Associate Lecturer (Level A).

(34) An Honorary title may be awarded to an academic who the University of Newcastle wishes to continue and/or develop a significant academic association and is contributing to the University in the areas of research, teaching and/or service and engagement.

(35) An Honorary title to the same academic level and College may be awarded to an academic staff member of the University of Newcastle by the College Pro Vice-Chancellor (CPVC) (or equivalent) at the time of retirement or cessation of employment with the University of Newcastle.

(36) An application for promotion to a higher honorary title may be submitted in accordance with the Academic Promotions Policy and Procedure.

(37) An academic from another university may be awarded a higher honorary title any time if promoted at their home university.

(38) Retired honorary title holders are not eligible for promotion or appointment to an honorary title at a higher academic level.

Section 8 - Visiting Academic Appointment

(39) The University may award the following Visiting Academic titles:

a. Visiting Professor (Level E);
b. Visiting Associate Professor (Level D);

c. Visiting Senior Lecturer (Level C):
d. Visiting Lecturer (Level B); and
e. Visiting Associate Lecturer (Level A)

(40) A Visiting Academic title is awarded to an academic staff member from another university who is visiting the University of Newcastle and is contributing to the University in the areas of research, teaching and/or service and engagement.

(41) The visiting academic level will normally align with academic level held by the individual at their employer institution or organisation. Where academic levels or naming conventions differ between institutions, the Head of School (or equivalent) will determine the most appropriate visiting academic title, subject to the University's policies and procedures.

(42) The visiting academic title is granted for a fixed term for the duration of the visit, to be agreed upon prior to appointment.

(43) A visiting academic who is not an Australian citizen or permanent resident, must hold an appropriate visa.

(44) A visiting academic may be offered financial assistance with travel and accommodation expenses paid for by the relevant College.

(45) Visiting academic titles are not eligible for renewal or promotion.

International Visiting Appointments

(46) The hosting of international visitors must consider foreign interference risks and must comply with the Foreign Interference Policy and International Sanctions Compliance Policy.

(47) All visiting appointments who are not Australian citizens or permanent residents are required to hold a valid visa. The visiting appointment cannot commence until an appropriate visa is obtained.

(48) For international visiting appointments who do not have Australian residence rights, an authorised delegate must determine its willingness to sponsor the individual's visa.

(49) Advice on visa requirements must be sought from Human Resource Services-Immigration. Human Resource Services will provide up to date information regarding visa requirements, and any costs the University may be expected to pay.

(50) The international visitor/visa applicant will be responsible for lodging their visa application and paying the associated fee.

(51) A visiting appointee who is not an Australian citizen or permanent resident must maintain appropriate insurances for the duration of their stay in Australia.

(52) Failure to comply with visa requirements may result in withdrawal of the visiting academic title and appointment.

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Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Risk" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Academic staff" - A person employed as an academic staff member or appointed as an academic honorary appointee (including adjunct, clinical conjoint, visiting, honorary and conjoint appointments), but does not include persons who are employed solely as teachers or professional staff.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"School" - An organisational unit forming part of a College or Division, responsible for offering a particular course.

"College" - An organisational unit established within the University by the Council.

"Foreign interference" - Foreign interference occurs when activities are carried out by, or on behalf of, a foreign actor that are coercive, clandestine, deceptive or corrupting and are contrary to Australia’s sovereignty, values and national interests.

"Delegate" - (noun) refers to a person occupying a position that has been granted or sub-delegated a delegation of authority, or a committee or body that has been granted or sub-delegated a delegation of authority.