Honorary Academic Titles and Visiting Appointments Procedure

Section 1 - Introduction

(1) This procedure supports the implementation of the Honorary Academic Titles and Visiting Appointments Policy and must be read in conjunction with that document.

Section 2 - Purpose and Scope

(2) This procedure outlines the processes for the following categories of honorary academic titles:

a. conjoint;
b. clinical conjoint;
c. adjunct;
d. honorary; and
e. visiting academic appointment.

(3) This procedure 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 Procedure; 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 3 - Honorary Academic Title Appointments

Part A - Applications for Conjoint, Adjunct and Honorary Appointments

University of Newcastle Academic Staff

(4) Academic staff of the University of Newcastle may apply for an honorary academic title at the time of resignation or retirement via the Notification of Resignation Form. The award of an honorary academic title is subject to the Head of School supporting the application and approval by an authorised delegate.

(5) In circumstances where the academic staff member is ceasing employment with the University of Newcastle via other exit mechanisms, an honorary academic title may be recommended by the Head of School, and awarded subject to approval by an authorised delegate.

External Applicants

(6) External applicants for conjoint, adjunct and honorary titles must complete the Honorary Appointment Application form and identify their contributions to one or more of the following broad areas:

a. teaching;
b. research; and/or
c. engagement and leadership.

(7) The application must include certified copies of qualifications and a current Curriculum Vitae (CV). Handwritten or incomplete forms will not be accepted.

(8) In addition to the requirements of clause 6-7, applications for Level E categories must also include three (3) written references of which at least two (2) must be from person(s) of international standing who are external to the University and are at a professorial level or equivalent.

(9) The Head of School (or equivalent), or their nominee, is responsible for assessing the application in consideration of the specific roles and contributions to be undertaken by the applicant and must make a recommendation to the relevant College Pro Vice-Chancellor (or equivalent).

(10) For application for Level A through Level D categories, the relevant College Pro Vice-Chancellor (or equivalent) or other authorised delegate should either approve the appointment for up to three (3) years and in line with the triennial review cycle, or not approve the appointment.

(11) For applications for Level E categories:

a. the relevant College Pro Vice-Chancellor (or equivalent) must make a recommendation to the Vice-Chancellor;
b. the Vice-Chancellor may request additional information to inform their assessment and final decision; and
c. the Vice-Chancellor may either approve the appointment for up to three (3) years and in line with the triennial review cycle, or not approve the appointment.

(12) The relevant Head of School (or equivalent) will advise all applicants in writing of the outcome of their application.

(13) For successful applicants:

a. the relevant Head of School (or equivalent) must notify the successful applicant in writing using the letter of appointment template (see here).
b. the letter of appointment must be signed by the appointee and returned to the University before the honorary appointee can commence their duties and/or use their honorary academic title.
c. the relevant Head of School (or equivalent) will provide the approved application, CV, references (if applicable) and signed letter of appointment to Human Resource Services for processing and record keeping.

Part B - Applications for Clinical Conjoint Appointments

(14) Applicants for clinical conjoint titles must complete the Honorary Academic Appointment Application Form and demonstrate appropriate qualifications and the expected skills base and achievements in at least two (2) of the following broad areas:

a. teaching;
b. research; and/or
c. engagement.

(15) Applicants must complete a school-specific Supplementary Form and ensure that it has been endorsed by the Head of Discipline / Clinical Dean.

(16) Handwritten or incomplete forms will not be accepted.

(17) The applicant must submit the completed application to the relevant School's nominated honorary email address. The submitted application must include:

a. completed Honorary Academic Appointment Application Form;
b. completed School-specific Supplementary Form;
c. certified copies of qualifications; and a
d. current Curriculum Vitae (CV).

(18) In addition to the requirements in Clauses 14-17, applications for Level E categories must also provide three (3) referees, of which at least two (2) must be from person(s) of international standing who are external to the University and at professorial level or equivalent.

(19) The relevant School / College office will obtain written references from the referees provided in accordance with clause 18, for inclusion in the application pack.

(20) The relevant School / College office will forward completed application packs to the Clinical Conjoint Appointments and Promotions Committee Secretary (chmw-honorary@newcastle.edu.au).

(21) The Clinical Conjoint Appointments and Promotions Committee is responsible for assessing each clinical conjoint application in accordance with the College of Health, Medicine and Wellbeing Criteria for Assessing the Level of Clinical Conjoint Academic Appointment and in consideration of the expected skills base and achievements for the level of appointment.

(22) The Clinical Conjoint Appointments and Promotions Committee will make a recommendation to the College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing.

(23) For applications for Level A through to Level D, the College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing may either approve the appointment for up to three (3) years and in line with the triennial review cycle, or not approve the appointment.

(24) For applications for Level E categories:

a. the College Pro Vice-Chancellor, College of Health, Medicine and Wellbeing must make a recommendation to the Vice-Chancellor;
b. the Vice-Chancellor may request additional information to inform their assessment and final decision; and
c. the Vice-Chancellor may either approve the appointment for up to three (3) years and in line with the triennial review cycle, or not approve the appointment.

(25) The relevant Head of School (or equivalent) will advise both successful and unsuccessful applicants in writing of the outcome.

(26) For successful applicants:

a. the relevant Head of School (or equivalent) must notify the successful applicant in writing using the letter of appointment template (see here);
b. the letter of appointment must be signed by the appointee and returned to the relevant School office.

(27) The relevant Head of School (or equivalent) must provide the approved application, CV, references (if applicable) and signed letter of appointment to Human Resource Services for processing and record keeping.

(28) The appointee may commence their duties and /or use their honorary academic title once they have received their staff number from the relevant School office.

Part C - Domestic Visiting Appointments

(29) Domestic visiting appointments must be considered for approval by the relevant College Pro Vice-Chancellor (or equivalent). Recommendations for proposed visits must include the following:

a. name, curriculum vitae, and current employment / appointment;
b. details of the academic activities to be carried out by the nominee;
c. details of University facilities to be made available to the nominee; and
d. length of the appointment.

(30) Following the appropriate approval, the relevant College or School Office will advise the nominee of the appointment in writing. The letter will include details of any academic activities to be carried out, the facilities to be made available to the nominee, conditions and the term of the appointment.

(31) The relevant Head of School (or equivalent) must ensure that an appropriate induction and onboarding is completed in accordance with Section 4.

Part D - International Visiting Appointments

Nomination Process

(32) The University staff member inviting the international visitor must complete the Request to Host International Visitor form and provide all necessary documents/information, including a completed Australian Sanctions risk assessment. Incomplete forms will not be accepted.

(33) The request must be endorsed by the relevant Head of School (or equivalent) and approved by an authorised delegate. The Head of School (or equivalent) and/or authorised delegate may request additional information as needed prior to endorsing or approving the request.

(34) The request and associated attachments must be sent to the Immigration Specialist in Human Resource Services immigration@newcastle.edu.au for assessment for eligibility, which may require legal assessment. Costs associated with this assessment will need to be met by the inviting business unit.

(35) Human Resource Services will facilitate processing and lodgment with the Department of Home Affairs (DHA). A minimum of 4 months should be allowed for processing and approval of the visa by DHA.

(36) Letters of invitation/sponsorship for international visiting appointments will be issued by Human Resource Services - Immigration.

(37) The Head of School, or equivalent, must ensure that an appropriate induction and onboarding is completed in accordance with Section 4.

Visa Process

(38) Once the approved Request for International Visitor Form is received, the Immigration Specialist in Human Resource Services will liaise with the visitor about the visa application lodgment.

(39) A copy of the visa approval from Department of Home Affairs must be provided to the Immigration Specialist by the visitor prior to their commencement with the University.

(40) Visiting appointees are responsible for adhering to their visa requirements.

Insurance for International Visitors

(41) Visiting appointees holding a visa must maintain suitable insurance for the duration of stay in Australia and a copy must be made available to the University.

(42) The visiting appointee is responsible for the cost of private insurance.

Section 4 - Onboarding, Induction and Training

(43) The Head of School (or equivalent) or nominee, should ensure that newly appointed honorary academics and/or visiting appointments complete any required University onboarding and/or local area inductions in a timely manner, as appropriate to their role and work location.

Section 5 - Performance, Promotion and Renewals

Part E - Period Performance Reviews

(44) The relevant Head of School (or equivalent) or nominee, must periodically review honorary academic appointments to their School to assess each honorary academic title holder's performance against the agreed contributions, as stipulated in their letter of appointment or as agreed with the relevant Head of School (or equivalent).

(45) The relevant Head of School (or equivalent) is responsible for implementing a local process for the collection and assessment of performance review data. This data may inform the triennial review and renewal process.

(46) The relevant Head of School (or equivalent) will ensure records of performance review are maintained inaccordance with the Records Governance Policy.

Part F - Academic Promotion

(47) Applications for promotion to a higher level conjoint, adjunct, or honorary title may be submitted in accordance with the Academic Promotion Policy and Procedure.

(48) Applications for promotion to a higher level clinical conjoint title may be submitted in accordance with the Academic Promotion Policy and the Clinical Conjoint Academic Promotion Procedure.

Part G - Renewal of Honorary Academic Titles

(49) Renewal of an honorary appointment may be undertaken at the conclusion of the triennial period.

(50) Human Resource Services will provide a consolidated master list of honorary appointees who are eligible for renewal to each Head of School (or equivalent).

(51) The Head of School (or equivalent) must invite honorary academic title holders to express their interest in continuing their honorary academic appointment and request them to submit a renewal application outlining:

a. a brief statement confirming their current and future contributions;

b. an updated Curriculum Vitae (CV) if required; and
c. confirmation of their current employer and employment status.

(52) The honorary academic title holder is responsible for completing and returning required documentation within the specified timeframe.

(53) For conjoint, adjunct and honorary title holders, the relevant Head of School (or equivalent) must review each renewal application and provide recommendations to the relevant College Pro Vice-Chancellor (or equivalent).

(54) The College Pro Vice-Chancellor (or equivalent) may either approve or not approve the renewal for up to three years in line with the triennial review cycle.

Reappointment Outcome Letter

(55) The relevant Head of School (or equivalent) must write to the renewal applicants using the appropriate renewal or non-renewal template (see here).

(56) The relevant Head of School (or equivalent) must provide the outcome letters to Human Resource Services for processing and record keeping.

Section 6 - Withdrawal of Honorary Academic Titles

(57) The honorary academic appointee may terminate their association with the University at any time by providing written notice to the relevant Head of School (or equivalent).

(58) The University reserves the right to withdraw the honorary academic title and any associated conditions if the College Pro Vice-Chancellor, Head of School, Chief People and Culture Officer or any role equivalent to or senior to these positions, considers that the honorary academic title holder:

a. is no longer contributing to the research, teaching and/or service and engagement;
b. has failed to comply with the terms in their letter of appointment;
c. has acted in a way that is inconsistent with the University's strategic priorities;
d. has breached the University of Newcastle's Staff Code of Conduct or another relevant University policy which, is likely to bring the University or any of its related entities into disrepute or place the University and/or its staff or students at risk; or
e. has changed or ceased their external employment, justifying the withdrawal of the honorary academic title.

(59) In the circumstances detailed in Clause 57, the relevant Head of School (or equivalent) will consult with the Chief People and Culture Officer to determine the appropriate notice of withdrawal.

(60) The Head of School (or equivalent) will advise the honorary academic title holder in writing that the honorary academic title has been withdrawn, and will ensure that offboarding is completed.

(61) The notice of withdrawal must be provided to Human Resource Services for processing and record keeping.

Ending an International Visiting Academic Appointment

(62) Human Resource Services will notify the host and the visiting academic at least one month before the anticipated cessation to confirm the appointment will be ceasing.

(63) If a sponsored visa holder or international visiting academic ceases their visit early, the hosting business unit must notify immigration@newcastle.edu.au. The Immigration Specialist, Human Resource Services, must notify the

Department of Home Affairs within 10 days of the cessation of the visit.

(64) If an individual fails to undertake the duties for which their visa was granted, the hosting business unit must notify immigration@newcastle.edu.au who will make the appropriate notification to the Department of Home Affairs.

Section 7 - Record Keeping

(65) Heads of School (or equivalent) must ensure that all documentation relating to Honorary Academic Appointments and/or Visiting Appointments is maintained and provided to Human Resource Services in a timely manner.

(66) All records must be maintained in accordance with the Records Governance Policy.

Status and Details

Status	Current
Effective Date	3rd August 2026
Review Date	18th July 2027
Approval Authority	Chief People and Culture Officer
Approval Date	4th May 2026
Expiry Date	Not Applicable
Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
Enquiries Contact	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au HR Support 4033 9999

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.

"Risk assessment" - The overall process of risk identification, risk analysis, and risk evaluation.

"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.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"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.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

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

"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.