Honorary Appointments

Policy

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# Purpose

#### This **Policy** defines the purpose and criteria for the appointment of **Honorary** Employees employed by other institutions and sponsored by School/Centres of the University for periods from one month up to three years.

#### This Policy does not apply to Visiting Appointments or senior Honorary (Research) **Fellow** appointments and does not include individuals seconded to the University.

#### Honorary appointments are available to academics from other universities, or persons with equivalent status not normally employed by the University (e.g. within industry). The appointments are in recognition of a formal association with the University considered advantageous to both the University and the appointee. Honorary appointments are unpaid positions so do not receive remuneration of any kind for their contribution to the University.

#### Current **Employees** of the **University** can only be appointed to an Honorary position at a level equal to or less than their existing appointment and which is outside of their current Faculty. Honorary appointments within the Employee's current Faculty may only be offered when the Employee is undertaking Honorary duties of an alternate nature (e.g. Professional and General Employee accepting an academic Honorary position).

#### In this Policy —

[1 Purpose 1](#_Toc50725409)

[2 Scope 2](#_Toc50725410)

[2.1 Institutional Scope 2](#_Toc50725411)

[2.2 Individual Scope 2](#_Toc50725412)

[3 Conditions 2](#_Toc50725413)

[4 Honorary Appointment Titles 3](#_Toc50725414)

#### This Policy is to be read in conjunction with the following —

##### Recommendation to Offer Honorary Appointment Form; and

##### HR Forms Commencement of Non-University Staff.

# Scope

## Institutional Scope

#### The scope of this Policy applies to the entire **University**.

## Individual Scope

#### The scope of this Policy applies to the entire **University Community**.

# Conditions

#### The Honorary appointee's activity is expected to benefit both them and the University.

#### Proposals for Honorary appointments may be made either for immediate appointment, or from a specified date no later than 12 months following the application.

#### Honorary appointments are normally made for periods between one month and up to three years.

#### Appointments are renewable subject to the continuing contribution of the appointee, on the recommendation of the Head of School (or equivalent) and the approval of the Dean (or equivalent).

#### Appointments carry the following privileges —

##### access, subject to the Head of School/Centre's approval, to School/Centre resources;

##### the use of the University Library on the same terms as a full-time academic Employee;

##### eligibility for membership of The University Club of Western Australia; and

##### eligibility for membership to UWA Sports.

#### The Honorary appointee is not obliged to perform any specific work for the University, but in return for the above privileges they are expected to contribute to the teaching and research or general betterment of the University through voluntary activities.

#### Honorary appointees must abide by the University's Code of Ethics and Code of Conduct and the Universities policies flowing from these codes.

#### Honorary appointees working within the University and collaborating with University Employees may be required to enter into an agreement with the University concerning issues such as the ownership of intellectual property and confidentiality. For further information contact the Legal Services office.

#### Honorary appointments are approved by the Dean (or equivalent) on the recommendation of the Head of School (or equivalent). See Delegations.

#### Honorary appointments may be shortened or withdrawn on direction by the Senior Deputy Vice Chancellor (or nominee) when it is considered to be in the University's interests to do so.

#### No additional funding will be available to School/Centres, from the University, for Honorary appointments.

#### Overseas appointees to the University who do not hold an Australian passport are personally responsible for obtaining and maintaining a valid entry permit (visa).

# Honorary Appointment Titles

#### The titles available are —

##### Honorary Fellow;

##### Honorary **Research Fellow**;

##### Honorary **Research Associate**; and

##### Honorary **Clinical Consultant**.

Procedure —

#### Proposal to appoint —

##### School/Centre proposals to appoint must include —

###### completed Recommendation to Offer Honorary Appointment Form;

###### an up-to-date curriculum vitae of the appointee;

###### details of the particular contribution the appointee is expected to make to the School/Centre's teaching and/or research activities;

###### learned societies of which the person is an officer or member; and

###### publications over the past seven years.

##### Proposals are to be forwarded to the Dean for approval.

#### Publications —

##### As an Honorary Employee, your research publications can be attributed to this University. To facilitate this, please identify your University of Western Australia affiliation with the University by-line and forward a copy of you publication to your School Manager (Work Area). Publication details are held in the UWA Publications Database.

#### HR Services —

##### On receipt of an approved Recommendation to Offer Honorary Appointment Form an invitation for appointment will be prepared and sent out by HR Services.

#### Expiry/Renewal of Honorary Appointment Expiry —

##### HR Services (Recruitment) generate an expiry notice and send to Work Area. Approved **Delegate** to complete and return to HR Services (M350)

#### For Re-Appointments —

##### School/Centre proposals to re-appoint should include —

###### Expiry Notification or memo - to be signed by the Dean;

###### details of the particular contribution the appointee is expected to make to the School/Centre's teaching and/or research activities;

###### CV -only required if content has been updated since the initial appointment; and

###### learned societies of which the person is an officer or member.

#### Updated publications are to be submitted to your School Manager (Work Area).

Breach of Policy

#### Failure to comply with this Policy by a member of the **University Community** may be considered a breach of the Code of Conduct and may result in disciplinary action.

Definitions

**Clinical Consultant** in the title means eminent members of the medical and dental professions who provide unpaid teaching services in the Faculty of Medicine, Dentistry and Health Sciences

**Delegate** is defined in the Delegations Framework Policy.

**Employee** is defined in the Policy Framework Policy.

**Fellow** included in the title means —

* an emphasis on teaching rather than research; and
* the person will be eligible for appointment to an assistant professorship or above.

**Honorary** means an appointment held by an individual with the University that recognises an affiliation with the University but does not receive any remuneration from the University.

**Research Fellow** included in the title means an emphasis on research rather than teaching

**Research Associate** included in the title means appointments of persons without a doctorate (other than Honorary Clinical Consultant).

**Policy** is defined in the Policy Framework Policy.

**University** is defined in the Policy Framework Policy.

**University Community** is defined in the Policy Framework Policy.

End