



# Adjunct, Honorary, Visiting, and Externally Funded Fellow Appointments Procedure

## Procedure

Approver and Sponsor	Deputy Vice-Chancellor (Operations)
Owner	Chief People and Culture Officer
Secretary	Corporate Secretary
Policy	UP22/15 Talent Acquisition

## 1 Purpose

- 1.1 This Procedure defines the purpose, eligibility, and criteria that apply to **Adjunct, Honorary, Visiting and Externally Funded Fellow** appointments to contribute to their academic discipline and the **University Community**.
- 1.2 This Procedure is to be read in conjunction with the following –
- Talent Acquisition Policy;
  - Award of the Title of Emerita/Emeritus Professor Policy;
  - Recommendation to Offer Honorary Appointment Form;
  - Commencement or renewal of Non-University Employee Form;
  - Nomination for Adjunct or Clinical Appointment Form;
  - Recommendation to Offer Visiting Appointment Form; and
  - Campus Card Applications.

## 2 Roles and Responsibilities

Role	Responsibilities
Policy Owner	<ul style="list-style-type: none"> <li>The designated department, reporting to the Policy Sponsor, who manages the day-to-day operations of the Policy.</li> <li>Responsible for the administration of the Policy including its communication, maintenance and review.</li> </ul>
Policy Sponsor	Accountable for strategic oversight of the Policy, ensures its alignment with University strategy, and champions compliance with the Policy. The Sponsor is also the approving authority on subordinate documentation.
Policy Approver	The ultimate authority on each Policy.
Transformation Team	Provide support for the development, review, mapping and operationalisation of Procedures and subordinate documentation.
Policy Secretariat	<ul style="list-style-type: none"> <li>The department responsible for the Policy Framework and its governance.</li> <li>The Academic Secretary is the Policy Secretary for Academic Policy.</li> <li>The Corporate Secretary is the Policy Secretary for Institutional and Administrative Policy.</li> <li>The Policy Secretariat is to be contacted via <a href="mailto:policy@uwa.edu.au">policy@uwa.edu.au</a>.</li> </ul>

## 3 Definitions

Term	Definition
Academic Employee	Is defined in section 3 of The University of Western Australia Academic Employees Enterprise Agreement 2023.
Adjunct	The title means an appointment held by an individual with the University that recognises an affiliation with the University but does not receive any

Term	Definition
	remuneration from the University. Adjunct appointees are typically employed in other organisations and appointment as Adjunct enables and strengthens their engagement with, and contributions to, the University and wider community.
Clinical Consultant	The title means eminent members of the medical and dental professions who provide unpaid teaching services in the UWA Medical School or in the UWA Dental School.
Delegate	A person formally authorised to exercise specified approvals or functions on behalf of the University or authorised personnel.
Employee	Is defined in Part A section 3 of the UWA Academic and Professional and General Employees Enterprise Agreements 2023.
Externally Funded Fellow	The title means a salaried academic position conferred on recipients of competitive research fellowships where the title award aligns with the fellowship level.
Fellow	Refers to a person (intent is gender neutral) specially nominated in recognition of their prior work contributions and achievements to be an honorary appointment at the University.
FTE	Means Full time equivalent, e.g., an FTE of 1.0 means an Employee is equivalent to full-time, while an FTE of 0.5 means the Employee works half-time.
Honorary	The title 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. Honorary appointees are typically retired or are about to retire and appointment as Honorary enables their contributions to benefit a discipline(s) and the University.
Policy	An approved document registered on the UWA Policy Library that expresses requirements for behaviour and practice.
Procedure	An approved document that enables compliance with the implementation of Policy principles by providing step-by-step instructions on how to action specific parts of a Policy.
Research Associate	The title means appointments of persons without a doctorate (other than Honorary Clinical Consultant).
Senior Honorary Fellow	The title means an emphasis on teaching rather than research.
Senior Honorary Research Fellow	The title means an emphasis on research rather than teaching.
University	Is defined in Part 1 section 2 of the University of Western Australia Act 1911 (WA).
University Community	All individuals who engage in University activity and/or use University property.
Visiting Appointment	The title means people visiting the University for an agreed period and academic purpose(s). Visiting appointees are from other organisations and must have been nominated by a host School, Institute or Centre, and with approval of the University.

## 4 Scope

- 4.1 This Procedure applies to the conferral of **Adjunct, Honorary, Visiting, and Externally Funded Fellow** appointment titles. This Procedure does not apply to Emerita Emeritus Professors.

## 5 General

- 5.1 Recognition and Benefit
- (a) All appointments covered by this Procedure are in recognition of formal associations with the University and considered advantageous to both the University and the appointee.

## 5.2 Remuneration Framework

- (a) The following appointments are voluntary and unpaid:
- (b) Adjunct and Honorary appointments
- (c) Visiting appointments
- (d) Senior Honorary (Research) Fellow appointments
- (e) The following appointments are salaried positions funded by external grants:
- (f) Externally Funded Fellow appointments

## 6 Adjunct and Honorary Appointments

### 6.1 Purpose

- (a) An Adjunct appointment means an individual appointed to an adjunct or clinical position for recognised academic achievement, or professional or career achievements in industry or the community, that are of relevance to the work of the University.
- (b) An Honorary appointment is available to academics from other universities or persons with equivalent status not normally employed by the University. It enables their continued contributions to benefit a discipline(s) and the University.
- (c) Adjunct and Honorary appointments are unpaid positions: appointees do not receive remuneration of any kind for their voluntary contributions to the University in these roles.

### 6.2 Eligibility

- (a) Adjunct and Honorary appointments are available, via nomination following University procedures, to:
- (b) Academics from other universities, experts from various professions, researchers from other organisations (e.g. Medical Research Institutes, Museums, State Departments, National/International Institutes/Organisations, Hospitals or other Health Care Providers, Community Organisations etc), and custodians of cultural knowledge;
- (c) Retired academics, researchers, professionals, community leaders, or persons with equivalent status not normally employed by the University; and
- (d) Other persons approved by the University.
- (e) The appointment, and level at which it is made, should correspond to the academic achievements or professional/career/community achievements of the appointee.
- (f) Adjunct appointees are typically employed by external organisations (mainly Eligibility 6.2.(a).i)
- (g) Honorary appointees are typically retired or about to retire (mainly Eligibility 6.2.(a).ii).
- (h) If the appointee has held a recent academic title at this or at another university, the title conferred will not normally be at a higher level than that previously held. In exceptional circumstances, a Head of School (or equivalent) may make written application to the Vice-Chancellor (or nominee) seeking a higher level for the appointee.

### 6.3 Appointment Titles

- (a) The titles available are –
  - i. Adjunct Clinical Lecturer;
  - ii. Adjunct Clinical Senior Lecturer;
  - iii. Adjunct Clinical Associate Professor;
  - iv. Adjunct Clinical Professor;
  - v. Adjunct Lecturer;
  - vi. Adjunct Senior Lecturer;
  - vii. Adjunct Associate Professor;
  - viii. Adjunct Professor;
  - ix. Adjunct Teaching Fellow;
  - x. Adjunct Research Fellow;
  - xi. Adjunct Senior Teaching Fellow;
  - xii. Adjunct Senior Research Fellow;
  - xiii. Adjunct Lecturer of Practice;
  - xiv. Adjunct Senior Lecturer of Practice;

- xv. Adjunct Associate Professor of Practice;
- xvi. Adjunct Professor of Practice;
- xvii. Honorary Fellow;
- xviii. Honorary Research Fellow;
- xix. Honorary Research Associate;
- xx. Honorary Clinical Consultant.

#### 6.4 Application and Approval Process

- (a) Proposals for Adjunct or Honorary appointments may be made either for immediate appointment, or from a specified date no later than 12 months following the application.
- (b) For Honorary appointments, a University employee must complete and submit the [Recommendation to offer honorary appointment form](#) to [People and Culture](#).
- (c) For Adjunct and Clinical appointments, the University employee responsible for the nomination must:
  - i. Consider at which level to make the appointment. See Appointment Titles at 6.3.
  - ii. Collect supporting documents, including:
    - (1) the nominee's CV/resume including details of qualifications and academic achievements where appropriate; and
    - (2) a copy of the nominee's passport.
  - iii. Complete the [Nomination for Adjunct or Clinical appointment form](#).
  - iv. Email the completed form to the Head of School (or Institute Director) and if endorsed by the Head of School (or Institute Director) then to the relevant party:
    - (1) if the application is for a Level B-D appointment, email the completed form and attachments to [People and Culture](#)
    - (2) if the application is for a Level E appointment, email the completed Adjunct Approval Form, CV (and passport for new adjunct nominations) to the Vice-Chancellor's office for approval at [sdvc@uwa.edu.au](mailto:sdvc@uwa.edu.au).
- (d) Adjunct and Honorary appointments up to level D are assessed and approved by the Head of School (or equivalent). All level E appointments require the approval of the Vice-Chancellor.

#### 6.5 Duration of Appointments

- (a) Adjunct or Honorary appointments are made for periods between one month and up to five years.

#### 6.6 Renewal Conditions

- (a) Appointments are renewable subject to the continuing contribution of the appointee, on the recommendation of the Head of School or Institute Director.
- (b) Adjuncts whose contracts are ending but are still finalising renewal documents may request a short-term extension for a maximum of three months. After this period, the appointee must submit renewal documents to extend their appointment.
- (c) School Operations initiate all renewal requests. These follow the same approval process as new appointments as outlined in section 6.4(c).

## 7 Visiting Appointments

### 7.1 Purpose

- (a) Visiting Appointments are available to academics and students from other universities, or individuals with equivalent status (e.g. industry), who are not normally employed by the University. These individuals must be formally invited to spend a period at the University.

### 7.2 Eligibility

- (a) The criterion for this category of appointment is an established and continuing reputation for teaching or research, and/or continuing research activity and contribution in a relevant field of importance to the University.
- (b) The appointee must hold a valid visa that grants working rights in Australia before commencing the appointment.

- (c) Where the nominee is from a country subject to sanctions, a sanctions compliance check must be completed prior to commencement. Refer to the Australian Government's [Sanctions List](#) for the current list of sanctioned countries.

### 7.3 Appointment Titles

- (a) The title conferred shall be appropriate to denote the Visiting Appointment and status. The title given is in line with their existing academic title from the institution which they have taken leave from. Titles available are —
- (b) Visiting Fellow;
- (c) Visiting Research Fellow;
- (d) Visiting Professor; and
- (e) Visiting Student.

### 7.4 Application and Approval Process

- (a) Proposals for Visiting Appointments may be submitted for commencement on a specified date between six to twelve months from the date of application. Early submission is recommended to allow sufficient time for visa processing where visa sponsorship is required.
- (b) Complete the [Recommendation to Offer Visiting Appointment](#) application and forward the approved form to [People and Culture](#), accompanied by the following documents:
- (c) In the case of a visiting Academic, a letter from the home institution stating that the appointee is an employed member of staff who will be returning to their employment when this visiting appointment ceases and detailing the leave details to take up this appointment.
- (d) In the case of a visiting Student, a letter from the home institution stating that they are a current enrolled student and details of their study.
- (e) An up-to-date curriculum vitae from the appointee, including a list of publications over the past seven years as well as any learned societies of which the person is an officer or member.
- (f) A copy of the photograph page of the passport of the appointee (and any family members traveling with them) if available. A copy is required to be attached to the Recommendation.
  - i. A document that details the particular contribution the appointee is expected to make to the School, Institute, or Centre's teaching and/or research activities, any potential foreign interference risks that must be considered before an appointment can be made, and if any financial contribution towards reasonable accommodation and living expenses is to be provided.
- (g) Visiting Appointments are assessed and approved by the Head of School or Institute Director.

### 7.5 Duration of Appointments

- (a) Visiting Appointments are typically made for periods between one month and one year. Applications can be made for greater than one year if it is advantageous to both the University and the appointee.

### 7.6 Renewal Conditions

- (a) An extension may be granted to the initial appointment period if the Visiting Appointment continues to meet the criteria of this Procedure, and the renewal is considered advantageous to both the University and the appointee. Visiting Appointment renewals are approved by the Head of School or Institute Director.
- (b) As visa conditions are typically tied to the original appointment, the appointee may be required to reapply for the relevant visa to support the extended term.

## 8 Senior Honorary (Research) Fellow Appointments

### 8.1 Purpose

- (a) The appointment of Senior Honorary (Research) Fellow provides the opportunity for retiring/retired academics to continue to contribute to their discipline and the University.
- (b) A Senior Honorary (Research) Fellow normally receives no remuneration of any kind from the University. Arrangements for payment can be made when significant and unexpected teaching commitments are requested from the Work Area.

- 8.2 Eligibility
- (a) Senior Honorary (Research) Fellowships are available to a limited number of experienced and active persons who have recently retired, or are about to retire, from the University.
  - (b) Senior current academics (at level D and E) of the University may be invited for appointment.
- 8.3 Appointment Titles
- (a) The titles available are —
    - i. Senior Honorary Fellow
    - ii. Senior Honorary Research Fellow
- 8.4 Application and Approval Process
- (a) Proposals for Senior Honorary Fellow and Senior Honorary Research Fellow Appointments are made to People and Culture, either for immediate appointment or from a specified date no later than 12 months following the application.
  - (b) Senior Honorary (Research) Fellow appointments are assessed and approved by the Senior Deputy Vice Chancellor (or nominee) on the recommendation of the Head of School or Institute Director. See [Delegations](#).
- 8.5 Duration of Appointments
- (a) Senior Honorary (Research) Fellow appointments are normally for up to three years.
- 8.6 Renewal Conditions
- (a) Proposals for renewal or extension may only be considered if the appointee has made an active and productive contribution during their initial appointment.

## **9 Externally Funded Fellow Appointments**

- 9.1 Purpose
- (a) The University may confer the titles of Lecturer, Senior Lecturer, Associate Professor, or Professor on Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) fellows, which correspond to the fellow appointment levels as follows:
    - i. Research Fellow -> Lecturer
    - ii. Senior Research Fellow -> Senior Lecturer
    - iii. Principal Research Fellow -> Associate Professor
    - iv. Senior Principal Research Fellow -> Professor
  - (b) For other fellowship types, consult with your Head of School or Institute Director and the Senior Deputy Vice-Chancellor.
- 9.2 Eligibility
- (a) ARC and NHMRC fellows already with adjunct or clinical appointments may choose to retain their existing title if their existing academic appointment is equal to or more senior than that equivalent to the level of their ARC or NHMRC fellowship.
  - (b) If an academic employee has applied for a fellowship level higher than their current appointment level and noting that fellowship applications are competitive peer-reviewed processes, employees successful in such circumstances can use the higher-level title for the duration of their fellowship after which their title (and role) would revert to that of their substantive position (unless promotion has been achieved before the end of the fellowship).
  - (c) Appointment of an externally funded fellow must align with the strategic direction of the School and/or Institute and University.
- 9.3 Appointment Titles
- (a) As noted in section 9.1, the titles available are:
    - i. Lecturer
    - ii. Senior Lecturer
    - iii. Associate Professor
    - iv. Professor

#### 9.4 Application and Approval Process

- (a) Titles below Professor will be conferred by the Senior Deputy Vice-Chancellor on the recommendation of the Head of School or Institute Director (or equivalent).
- (b) The title of Professor will be conferred by the Vice-Chancellor on the recommendation of the Head of School or Institute Director (or equivalent) to the Senior Deputy Vice-Chancellor and Chair of Academic Board. The joint recommendation to the Vice-Chancellor must address the role of the proposed professor, a Curriculum Vitae and a relative to opportunity statement.

#### 9.5 Duration of Appointments

- (a) The titles will be awarded for the duration of the fellowship.

#### 9.6 Renewal Conditions

- (a) The appointment will be renewed or a new appointment offered on the basis that the fellow has been able to secure additional external funding or if satisfying criteria in section 11.2 related to an agreed transition to a teaching and research role within the University.

### 10 Privileges

#### 10.1 Appointees carry the following privileges:

- (a) access, subject to approval of the Head of School/Institute/Centre, to School/Institute/Centre resources;
- (b) the use of the University Library on the same terms as academic Employees;
- (c) eligibility for membership of The University Club of Western Australia; and
- (d) eligibility for membership to UWA Sport.

#### 10.2 Externally Funded Fellow, Senior Honorary Fellow, and Senior Honorary Research Fellow appointees carry the following additional privileges:

- (a) the ability to nominate the University as a 'host institute' when applying for research funding from outside sources, with the corollary that the University will receive and administer any grants made, and handle any associated Employee appointments;
- (b) eligibility for appointment as co-supervisor of a higher degree by research candidate.

### 11 Conditions

#### 11.1 Conditions for Adjunct and Honorary Appointments, Senior Honorary (Research) Appointments and Visiting Appointments

- (a) The appointee's activity is expected to benefit both them and the University.
- (b) Appointees are not obliged to perform any specific work for the University, but in return for the privileges received, they are expected to contribute to the teaching and/or research or general betterment of the University.
- (c) The University has the discretion to withdraw a title, and associated privileges, at any time.
  - i. Adjunct or Honorary appointments may be shortened or withdrawn on direction by the Head of School or Institute Director for appointments up to level D, or for all levels by the Vice-Chancellor (or Senior Deputy Vice-Chancellor as nominee) when it is in the University's interests to do so.
  - ii. Visiting Appointments and Senior Honorary (Research) Fellow 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.
- (d) No additional funding will be available to Schools/Institutes/Centres from the University for these appointments.
- (e) Overseas appointees to the University, who do not hold an Australian passport, are personally responsible for obtaining and maintaining a valid working rights or research-related visa if visiting the University.
- (f) Appointees are bound by the University's Code of Ethics and Code of Conduct and all University policies flowing from these codes.
- (g) Appointees working within the University and collaborating with Employees may be required to enter into an agreement with the University concerning issues such as the ownership of intellectual property and confidentiality.

#### 11.1.1 Other conditions for Adjunct and Honorary Appointments

- (a) Adjunct or Honorary appointees cannot be awarded an adjunct or honorary appointment that is outside their area of expertise or industry.

#### 11.1.2 Other conditions for Senior Honorary (Research) Appointments

- (a) Teaching which is undertaken by a Senior Honorary (Research) Fellow will normally be without payment.
- (b) When a Senior Honorary (Research) Fellow is requested to undertake a significant and unexpected teaching load, such as while a colleague is absent on personal leave, approval may be granted for payment of remuneration (not exceeding 0.25 FTE annually).
- (c) Employees retiring from the University are required to vacate their existing office accommodation and any other spaces (e.g. laboratory or other areas and facilities).
- (d) A Fellow's accommodation needs will be considered by the relevant School/Institute/Centre.
- (e) Support for honorary appointments may be made conditional on appointees sharing rooms or occupying rooms of Employees on leave.
- (f) Senior Honorary (Research) Fellows continuing research, supervising higher degree by research candidates, supervising Master or Honours research project students, or guest teaching, can access computing facilities in the form of a standard laptop and accessories (i.e. monitor, keyboard, mouse, and headset) on the same terms as a full-time academic Employee, subject to Head of School approval.
- (g) An allowance may be provided to a visiting appointee to contribute to the reasonable costs of accommodation and living expenses. The amount is paid through the relevant School or Centre. The School or Centre must confirm available budget, obtain approval from their Portfolio Group accountant as well as the relevant Director, Head of School or authorised delegate, and provide the final allowance amount at the time of application.

#### 11.1.3 Other conditions for Visiting Appointments

- (a) An allowance may be provided to a visiting appointee to contribute to the reasonable costs of accommodation and living expenses. The amount is paid through the relevant School, Institute or Centre. The School, Institute or Centre must confirm available budget, obtain approval from their Portfolio Group accountant as well as the relevant Director, Head of School or authorised delegate, and provide the final allowance amount at the time of application.

#### 11.2 Conditions for Externally Funded Fellow Appointments

- (a) Fellows are expected to participate in the life of the School and/or Institute and demonstrate their commitment to collegiality and engagement/service, as well as research and research training.
- (b) Fellows are encouraged to develop a teaching portfolio, with teaching contributions as permitted under the funding rules of the fellowship.
- (c) If a fellowship does not cover the full employment costs of the fellow, an agreement will be established with the employee on whether a university contribution is (or is not) available and the roles to be undertaken within the School/University related to the University contribution, and as permitted under the funding rules.
- (d) Recipients of fellowships which provide funding for at least four years at level C or above and seeking an opportunity for transition to an ongoing teaching and research position, are expected to contribute to teaching, as permitted under funding rules. An ongoing teaching and research appointment at the end of the fellowship would be subject to the following:
  - i. there is a plan in place, from the commencement of the fellowship, between the fellow and the School to develop their teaching expertise and to provide the opportunity for the transition to a teaching and research role;
  - ii. adequate progress has been made in following that plan each year during the fellowship, documented through the annual Employee Appraisal process;
  - iii. the fellow's performance meets the expectations of the University, as determined and formalised through the Employee Appraisal process; and
  - iv. the fellow has shown a commitment and demonstrated outcomes to making a contribution to the broader goals of the School and University during the fellowship; and
  - v. there is a Position Description established by the School to describe the teaching and research position to commence at the end of the fellowship.
- (e) Academic employees can apply for academic promotion following the usual Academic Promotions Procedure.

- (f) Employees are ineligible to apply for sabbatical whilst on a fellowship. If special circumstances exist and the Head of School supports the sabbatical application, they can seek an exemption by application to the Senior Deputy Vice-Chancellor. If an exemption is granted, the employee can then apply to the usual sabbatical round. The employee's next sabbatical qualifying period will commence upon completion of the fellowship, provided the employee resumes a Teaching and Research or Teaching Intensive position.
- (g) In the event that the fellow has been unable to secure further external funding or to equip themselves to transition to a teaching and research role, or if such a role is not available within the University, the termination provisions of the University's Academic Employees Enterprise Agreement, as varied from time to time, will apply.

## Legislative Context

Relevant Legislation or Regulations
<i>University of Western Australia Act 1911 (WA)</i>
<i>University of Western Australia Statute (2020)</i>

End