

# **Adjunct, Visiting and Conjoint Appointments Procedures**

## **Section 1 - Purpose and Scope**

(1) These procedures are intended to give effect to the uniform implementation of the Adjunct, Visiting and Conjoint Appointments Policy.

## **Section 2 - Procedures**

### **Appointment Procedure**

(2) With the exception of Adjunct Professional Fellows, all nominations for adjunct, visiting or conjoint appointments are made by a member of the Executive and must be endorsed by the Deputy Vice Chancellor and Pro Vice Chancellor (Research) before being referred to the Vice Chancellor for consideration.

(3) Nominations for Adjunct Professional Fellows are made by a Head of Work Unit and referred to the relevant Executive Member for approval.

(4) Nominations normally include a:

- a. curriculum vitae;
- b. written case in support of the appointment addressing:
  - i. how the nominee would contribute to the enhancement of the University's teaching, research or professional activities; and
  - ii. the qualities, standing and achievements the nominee possesses that are deemed appropriate for consideration, and those which are considered comparable to those expected at the relevant University level;
- c. statement as to the ownership of intellectual property that might be created during the appointment;
- d. detailed statement of the proposed duties of the appointee;
- e. detailed statement of any special conditions or benefits proposed for the appointee; and
- f. detailed statement of any facilities or resources to be provided for the appointee, e.g. electronic mail and library access privileges.

(5) In addition to the requirements of the Adjunct, Visiting and Conjoint Appointments Policy, it is necessary to apply for a visiting academic visa for overseas visiting academics.

(6) If the nomination is approved, the documentation is forwarded to HR Services for a letter of offer to be prepared. The letter of offer will include notification of the facilities or resources that will be provided, and the provision that in exceptional circumstances the University reserves the right to withdraw an appointment by letter.

### **Renewal of Appointments**

(7) Approximately three months prior to the expiry of an appointment, HR Services will advise the relevant Head of Work Unit of the approaching conclusion of the appointment so that any appropriate action can be initiated.

(8) Where the renewal of an adjunct, visiting or conjoint appointment is intended, the Head of Work Unit or relevant Executive Member should prepare a renewal submission which provides specific details of the appointee's:

- a. contribution to the University during the term of their appointment; and
- b. projected future contribution.

(9) For appointments other than Adjunct Professional Fellows, the submission, and the Executive Member's nomination, should then be forwarded to the Deputy Vice Chancellor and Pro Vice Chancellor (Research) for endorsement prior to being referred to the Vice Chancellor for consideration.

(10) For appointments of Adjunct Professional Fellows, the Head of Work Unit's submission is referred to the relevant Executive Member for consideration.

(11) The nomination for a further appointment must be received by the approving officer at least two months before the expiry of the existing appointment.

(12) If the nomination is approved, the documentation is to be forwarded to HR Services for preparation of a letter of offer or advice that the appointment is expiring.

(13) Letters of offer will include notification of the facilities or resources that will be provided, and the provision that in exceptional circumstances the University reserves the right to withdraw an appointment by letter.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	13th August 2012
<b>Review Date</b>	13th April 2015
<b>Approval Authority</b>	Vice Chancellor
<b>Approval Date</b>	10th August 2012
<b>Expiry Date</b>	25th September 2012
<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	HR Services