

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) Nominations for adjunct, visiting and conjoint appointments are to include:

- a. Appointee's curriculum vitae (CV); and
- b. [Adjunct, Visiting and Conjoint Appointment Cover Sheet](#) providing the following information:
 - i. written case in support of the appointment addressing:
 - how the nominee would contribute to the enhancement of the University's teaching, research or professional activities; and
 - 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;
 - ii. statement as to the ownership of intellectual property that might be created during the appointment;
 - iii. detailed statement of the proposed duties of the appointee;
 - iv. detailed statement of any special conditions or benefits proposed for the appointee;
 - v. the name and position of the person supervising the appointee;
 - vi. detailed statement of any facilities or resources to be provided for the appointee, e.g. electronic mail and library access privileges; and
 - vii. for visiting academics, a letter from the applicant's home institution confirming the arrangements.

(3) By nominating an appointee for a visiting academic appointment, the work unit automatically accepts the costs of any visa requirements associated with the appointment.

(4) For overseas visiting academics, it is also necessary to apply for a training and research visa (subclass 402) through the [Research Stream](#). HR Services is responsible for organising this type of visa.

(5) The completed documentation is to be referred to:

- a. All adjunct, visiting and conjoint appointment nominations other than for adjunct professionals: adjuncts@scu.edu.au (endorsements and approval will be coordinated upon receipt); or
- b. Adjunct professional nominations: relevant Executive Member for consideration.

(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 details 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.

(7) In the case of visiting overseas academics, after the appointment has been accepted HR Services will contact the appointee concerning the visa application process. When the visa application process has been approved by the Department of Immigration and Border Protection the appointment can proceed.

Renewal of Appointments

(8) 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.

(9) Where a renewal is intended, the Head of Work Unit or relevant Executive Member should provide the appointee's CV and a completed [Adjunct, Visiting or Conjoint Appointment Cover Sheet which provides specific details of the appointee's:](#)

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

(10) The completed documentation is to be referred to:

- a. all adjunct, visiting and conjoint appointment renewals other than for adjunct professionals: adjuncts@scu.edu.au (endorsements and approval will be coordinated upon receipt); or
- b. Adjunct professional renewals: relevant Executive Member for consideration.

(11) Renewal nominations must be received by the approving officer at least two months before the expiry of the existing appointment.

(12) The completed documentation is to be forwarded to HR Services for a letter of offer to be prepared or advice issued that the appointment is expiring.

(13) Letters of offer will include details 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

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| Status | Historic |
| Effective Date | 15th January 2014 |
| Review Date | 15th September 2016 |
| Approval Authority | Vice Chancellor |
| Approval Date | 15th January 2014 |
| Expiry Date | 6th March 2014 |
| Head of Work Unit | Kath Drew Director, Human Resources |
| Enquiries Contact | HR Services |