

Adjunct, Visiting and Conjoint Appointments Procedures

Section 1 - Purpose and Context

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

Section 2 - Approval Authority

(2) The relevant Executive Member has authority to approve all adjunct, visiting and conjoint appointments in accordance with University policy and procedure.

Section 3 - Procedures

(3) 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.
- c. the nomination must be endorsed at the Head of Work Unit level.

(4) The completed documentation is to be emailed to adjuncts@scu.edu.au for relevant Executive Member consideration.

(5) 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.

(6) 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 has been granted by the [Department of Home Affairs](#) the appointment can proceed.

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 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.

(9) The completed documentation is to be emailed to adjuncts@scu.edu.au for relevant Executive Member consideration.

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

(11) 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.

(12) 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.

International Security Sanctions and Compliance

(13) Before any appointment of overseas academics takes place under this policy, a check to ensure that any relevant international security sanctions are complied with must be undertaken in accordance with clauses 18-21 of the University's [International Security Sanctions and Compliance Policy](#).

Status and Details

Status	Historic
Effective Date	17th February 2020
Review Date	17th February 2023
Approval Authority	Director, Human Resources
Approval Date	17th February 2020
Expiry Date	19th April 2020
Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services