Visiting Academic, Adjunct and Honorary Titles Procedure

1 Purpose

To outline the processes involved in awarding visiting academic, adjunct, or honorary Titles.

2 Scope

This Procedure applies to any individual who is provided a visiting academic, adjunct or honorary Title.

3 Procedure Overview

This Procedure details the process for providing visiting academic, adjunct, or honorary Titles at the University. Visiting academic, adjunct, and honorary Titles are unpaid.

4 Procedures

The University provides visiting academic, adjunct, and honorary Titles to acknowledge the collaborative contributions made to teaching, research, engagement and professional leadership by individuals who are not employed by the University. Such contributions enrich the Student experience while advancing the University's Teaching, Research, and Service goals.

The following outlines the types of Titles that may be granted to an individual in recognition of their association with, or contribution to, the University, and the purpose, criteria and general conditions related to visiting academic, adjunct, and honorary Titles.

4.1 Titles

4.1.1 Visiting academic

The Title of visiting academic is usually awarded to an academic visitor from another institution with whom it is desirable that the University has a formal association, and who will contribute to the teaching, scholarship, research, and/or service of the University. The person should normally be visiting the University for a period of at least one month and no more than 12 months. Visiting overseas academics require a relevant visa for the duration of the time they hold the Title of visiting academic. Sponsorship by the University for a visiting academic is not available.

The Title for a visiting academic will normally be Visiting Scholar or similar, unless advised otherwise by the Delegate.

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4.1.2 Adjunct

Adjunct Titles are awarded to recognise persons who will normally simultaneously hold an appropriate position (similar level) in another institution, government, or profession, and who will make contributions to the teaching, scholarship, research, and/or service of the University. The award of an adjunct Title is a rare honour confined to those who have made exceptional contributions and have outstanding records of achievement.

The Title has limited scope of activities (for example, an adjunct may supervise postgraduate Students but may not supervise Employees). Recommendations for adjunct Titles should outline the standing of the individual by reference to their role and achievements. Adjunct Titles are awarded to persons who are not employed by the University.

The Title for an Adjunct will normally reflect the relevant experience and expertise at the appropriate academic level.

4.1.3 Honorary

An honorary Title is awarded to recognise retired Employees of the University who wish to continue or further develop a significant teaching, research, scholarship and/or service relationship with the University.

The award of an honorary Title is a rare honour confined to those who have made exceptional contributions and have outstanding records of achievement at a domestic and international standing. Honorary Titles are awarded to persons who are no longer employed by the University.

Honorary Titles are generally awarded to the academic equivalency of Professor or, Associate Professor. The level of honorary Title to be awarded will be determined on the basis of academic, business or professional standing, and in accordance with recognised academic qualifications, and/or experience of the individual.

4.2 Awarding of Titles process

A recommendation to award a visiting academic, adjunct, or honorary Title must be submitted to the Category 3 Delegate using the approved online form, and will:

- identify the Title and duration of the proposed Title;
- specify the proposed role of the Title holder and demonstrate a supporting case for the Title;
- identify the intended Supervisor;
- be accompanied by a curriculum vitae of the intended Title holder; and

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- include appropriate documentation to establish identity and background, at the discretion of the Chief People Officer or relevant Delegate.

Titles awarded to non-academic individuals will reflect an appropriate Title as determined by the Delegate.

4.3 Term

The term of visiting academic, adjunct, or honorary Titles will be as follows:

- Visiting academic Titles will normally be made for a period of at least one month and no more than 12 months.
- Adjunct Titles will be made for up to three years and may be renewed for further periods of up to three years.
- Honorary Titles will be made for up to three years, and may be renewed for further periods of up to three years.

4.4 Approval

The Category 3 Delegate will be responsible for the approval and renewal (if appropriate) of all visiting academic, adjunct, and honorary Titles.

Approval to renew a visiting academic, adjunct, and honorary Titles will be based on the Title holder's continuing contribution to the University.

The Chief People Officer will confirm the offer of a visiting academic, adjunct, or honorary Title in writing.

4.5 Conditions of holding a Title

All visiting academic, adjunct, and honorary Title holders are bound by the University's Code of Conduct but are excluded from the University's Enterprise Agreement. Title holders are accountable to the relevant Supervisor or Delegate. A failure by the Title holder to follow the University's Code of Conduct may result in the immediate retraction of an awarded Title.

Access to, and use of, University facilities and resources will be determined by the relevant work area and associated University Policy and Procedure.

Title holders contribute to the activities of the University on a voluntary basis and without remuneration in the form of a salary.

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Responsibilities expected to be completed by Title holders, can include, but are not limited to:

- mentoring and providing guidance to other Employees;
- liaising with community or other external stakeholder bodies on behalf of the University;
- advocating on behalf of the University;
- being a consultant Supervisor for Higher Degree by Research candidates;
- guest lecturing;
- playing an ambassadorial role; and
- serving on Committees.

4.6 Delegations

Position	Delegation
Category 3 Delegate	Approve or renew the awarding of a visiting academic, adjunct, or honorary Title.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Recruitment, Selection and Appointment Policy
Subordinate	

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Schedules	
Approved Date	30/5/2024
Effective Date	30/5/2024
Review Date	30/5/2029
Relevant Legislation	Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Contracted Senior Positions Appointment Procedure Recruitment, Selection and Appointment Procedure
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Delegate (noun) Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy. Delegation A formal authority or power granted to Council members, Employees and Council committees to make Decisions on behalf of the University. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Enterprise Agreement University of Southern Queensland Enterprise Agreement 2023-2026. Student

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	A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. Title A term used to specify a particular academic rank or recognise a particular contribution to the University or the community. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
	Supervisor Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.
Keywords	Visiting academic, adjunct, honorary, Title, overseas, scholar, academic
Record No	13/250PL

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