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In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

PURPOSE:

The purpose of this policy is to establish the function, governance and structure of the College of Adjuncts and its role in regards to Honorary Appointments for the University of Canberra.

SCOPE:

- This Policy applies to all UC staff, members of the UC Honorary Appointments Panel and UC Adjunct Honorary Appointments.
- This policy describes the function, governance and structure of the College of Adjuncts.
- This policy does not cover:
 - Appointment of Honorary degrees, which are within the designation of Council;
 - Appointment of Emeritus Professors, which are within the designation of Council;
 - Visiting fellows, which are managed by Faculties and University Research Centres.

PRINCIPLE:

Function of the College of Adjuncts

1. The College of Adjuncts is a virtual entity managed by the Office of Advancement. All adjunct honorary appointments at UC are automatically deemed members. Specific roles of the College include:
 - Administration of adjunct honorary appointments, including initial nomination, renewal and termination;
 - Establishment of a communication network to enable adjuncts to share experience, knowledge and best practice;
 - Keeping adjuncts informed of university developments through regular communications and networking events.

2. Adjunct Appointments contribute to the University's teaching, research, professional development, extension and internationalisation objectives. They are offered to people of high standing in academic life, business, government, or the community, with relevant knowledge and experience.
3. Adjunct Appointments are voluntary positions and there is no remuneration attached to any activity.
4. Adjunct Appointments will generally be engaged in the following types of activities:
 - Guest teaching in their area of expertise
 - Collaboration in research programs, projects and supervision
 - Delivery of guest lectures and workshops
 - Committee membership by invitation
5. Adjunct Appointments may undertake limited paid employment at the University, which is supplemental to the purpose of their appointment up to a maximum of 7.5 hours per week in any one week period. A separate contract of employment for the paid work must be issued.
 - Nothing precludes an adjunct appointee from applying for an externally advertised position within the University but, if successful, the adjunct appointment will be terminated. All such applications for employment will be considered under the normal recruitment processes undertaken by the University.

New Adjunct Appointments

1. Adjunct appointments are for a three year term and may be made at the following levels:
 - i. **Adjunct Professor:** persons of distinction, high achievement and leadership in academic life, business, government, or the community. They will normally hold simultaneously a leadership position in an educational institution, a research organisation, business, government or the non-government sector.
 - ii. **Adjunct Associate Professor:** persons of distinction, achievement and prominent in academic life, business, government, or the community. They will normally hold simultaneously a senior position in an educational institution, a research organisation, business, government or the non-government sector.
 - iii. **Professional Associate:** people working in the professions who will assist the University in delivering professional award courses.
2. Appointments will only be considered on nomination from a Faculty/University Research Centre (URC). Direct applications from prospective members for adjunct appointments are not accepted.
3. Faculties and URCs are responsible for submitting the requisite nomination paperwork for appointments they wish to make within their area. For full details of the nomination procedures, please see *College of Adjuncts Procedures*.
4. The University must receive a certified copy of the nominee's Doctoral qualifications. Generally, the nominee is expected to provide this for submission with the nomination.
5. All nominations are reviewed by the Honorary Appointments Panel (HAP) which is responsible for endorsing them to the Vice-Chancellor for approval. The delegation for approval rests with the Vice-Chancellor.
6. The HAP members consist of:
 - The Vice-Chancellor
 - Chair, Academic Board
 - One Dean or Director of a University Research Centre (on rotation)
 - Director, AMC

- Chief Executive, People and Diversity
 - Dean – College of Adjuncts
7. The College of Adjuncts will issue successful nominees with an Offer of Appointment.
 - i. The Adjunct appointment is not formalised until the nominee has signed and returned the Offer of Appointment to the College of Adjuncts.
 - ii. Adjuncts are then issued with a staff number, email address and computer access.
 8. The College of Adjuncts maintains records on all adjunct appointments on The Raiser's Edge database. All personal information is stored in line with the National Privacy Act and the University's policies on personal data.

Renewal of appointments

1. Faculties/URCs will be notified prior to the end of each member's three year term and given advice on the renewal process.
2. If a Faculty/URC wishes to renew the appointment, they must submit the requisite paperwork to the College of Adjuncts Administrative Officer for inclusion in the next HAP meeting (see *College of Adjunct Procedures*).
3. Renewal appointments will be based on the Adjunct's contribution during the period of appointment and projected future contribution.
 - i. Re-appointees will be notified via letter from the College of Adjuncts.
 - ii. Renewals can only be made at the same level of appointment.
 - iii. If a Faculty/URC wishes to increase the level of appointment, a new nomination must be completed.

Termination of appointments

1. At the end of the three year term, and if a renewal nomination is not received, adjunct appointments will be terminated.

Administration of the College of Adjuncts

1. UC employs a staff member to support the following administrative aspects of the College of Adjuncts:
 - i. Honorary Appointment Panel meetings
 - ii. Issuing Offers of Appointment and informing adjuncts of the termination of their appointments
 - iii. Computer Access for adjunct appointments
 - iv. Networking events
 - v. General queries

Structure of the College of Adjuncts

1. The Deans of Faculties and Directors of URCs are asked to nominate from their Adjunct members, an Adjunct Lead to foster engagement between the Faculty/URC and its adjunct body.
2. The appointment of the Adjunct Lead will be for a period of two years.
3. On the recommendation of the Honorary Appointments Panel (HAP), the Vice-Chancellor will nominate the Dean of Adjuncts, from the Adjunct Leads, to represent the College of Adjuncts at a range of functions and on the HAP.
4. The appointment of the Dean of Adjuncts will be for a period of two years.

Responsibilities of adjuncts

1. All members of the College of Adjuncts are responsible for:
 - i. Achieving high standards of performance in their roles and duties as set out in the University Adjunct Relationship Agreement.
 - ii. Ensuring that in discharging their duties and functions in the University they adhere to all of the University's current policies, procedures, rules and protocols.
 - iii. Reporting on their contributions or achievements.
 - iv. Ethical and professional conduct in all activities where they represent the university.

Recognition

1. Adjunct appointments which span a full academic year, or are renewed, are recorded in the University's Annual Report for the relevant year.
2. All members of the College of Adjuncts are published on the University's website.
3. All Adjuncts will receive a certificate signed by the Vice-Chancellor to recognise their appointment.

Representation

1. In all university and external documentation, the full adjunct title is to be used. For example, Adjunct Professor must always be used and never shortened to "Professor".
2. Adjuncts found misrepresenting their role at the university may have their appointments terminated in accordance with this policy.
3. At their discretion, Adjuncts may use their honorary title on business cards and other corporate material.

Attribution of Publications

1. Adjuncts who are not employed by another university will normally attribute their post-appointment academic publications to the University of Canberra.

Intellectual Property

1. Intellectual property created by an adjunct in performing research activities at the University becomes the sole property of the University unless otherwise agreed in writing.

Insurance

1. The University will maintain insurance covering adjuncts for public liability and professional indemnity relating to breach of professional duty and the execution of professional responsibility in business conducted on behalf of the University.
2. The University will maintain appropriate coverage in its policy for personal accident for adjuncts engaged in activities on behalf of the University or travelling directly to or from such activities.

Costs

1. All direct costs necessary (administrative support, workshop/laboratory use, stationery, etc.) for the effective involvement of adjuncts in faculties or URCs are to be borne by the Faculty or URC and are subject to the approval by the Dean/Director.
2. Costs and expectations of support and anticipated resource requirements should be discussed and negotiated with prospective appointees prior to appointment.

Resolution of disputes

1. The College of Adjuncts may assist in the resolution of disputes relating to conditions, duties, or arrangements relating to the adjunct appointment. An aggrieved party would, in the first instance, raise the matter with the College of Adjuncts Administrative Officer.
2. If any action is recommended as a result of the investigation, it would be referred to the relevant Dean/Director of the Faculty/URC.
3. If such consultation does not produce an agreed decision, the matter will be referred to the Vice-Chancellor for resolution.
4. The Vice-Chancellor's decision is final.

LEGISLATION:

This policy is governed by the:

- University of Canberra Act 1989;
- National Privacy Act 1988;
- Corporate Information Management Policy;
- Human Rights Act 2004.

SUPPORTING INFORMATION:

Documents related to this policy are:

- [The Privacy Act 1988](#)
- [Naming Rights Policy](#)
- [Naming Rights Procedure](#)

LINKS:

- http://www.legislation.act.gov.au/a/alt_a1989-179co/current/pdf/alt_a1989-179co.pdf
- <http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act>