

## CONFERRAL OF HONORARY ROLES GUIDELINES

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**Authorised By:** Vice-Chancellor and President

**Date Authorised:** 21/12/2004

**Effective Date:** 01/10/2003

**Last Amendment Date:** 23/11/2005

**Review Due Date:** June 2006

**TRIM File Number:** F. 1993/2676

**Related Documents:** Conferral of Honorary Roles Policy

<http://www.adelaide.edu.au/policies/118/>

Toolkit for Conferring Honorary Academic & Non-academic Titles

<http://www.adelaide.edu.au/hr/policies/toolbox/acadttitletools.html>

Special Degrees Rules

<http://www.adelaide.edu.au/policies/676/>

Promotions Policy (Academic Staff and Titleholders) Policy

<http://www.adelaide.edu.au/policies/111/>

Promotions Guidelines (Titleholders)

<http://www.adelaide.edu.au/policies/149/>

University of Adelaide Statutes Chapter IV Clause 3

*Volunteers Protection Act (SA) 2002*

**Implementation & Review:** Human Resources

**Superseded Documents:** Guidelines for Conferring Honorary Academic & Non-Academic Titles

Any person who requires assistance in understanding any aspect of this document should contact Human Resources on ext. 35666.

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### 1 PURPOSE OF GUIDELINES

These guidelines are designed to provide a clear and simple process for all aspects of awarding titles. They provide good practice advice and should be followed unless an equally effective, alternative approach, which complies with the Policy, can be demonstrated. Before any alternative approach is used it is advised that advice from Human Resources (HR) is sought in the first instance.

### 2 ESTABLISHING THE NEED FOR THE TITLEHOLDER'S ROLE

**2.1** The Executive Dean will assess whether there is a need for a contribution of expertise in research and or teaching in a specific area, based on how the inclusion of that expertise will support the research and teaching programs of the Faculty.

**2.2** The expertise will usually be such that it:

- (a) Augments a major teaching or research direction,
- (b) Enables an eminent practitioner in another organisation to expand or contribute to, the development of knowledge within their discipline,
- (c) Assists in the establishment of effective relationships with staff of University approved organisations.

### **3 APPLICATIONS AND NOMINATIONS**

**3.1** [Applications and nominations](#) (pdf 82K) for the conferment of all titles should include:

- The title for which the candidate is applying or being nominated,
- A current curriculum vitae,
- Full details of the expected contribution from the candidate to the academic work of the university,
- Details of the length of time (up to five years) that the candidate is prepared to commit,
- Details of the candidate's position in an approved organisation (if relevant),
- The names and contact details of at least three referees if a candidate is seeking the title of Clinical, Adjunct, Affiliate or Visiting Professor, or Associate Professor. This is not relevant for a short-term academic visitor.

### **4 CONSIDERATION OF APPLICATIONS AND NOMINATIONS**

**4.1** Professorial applications and nominations for the title of Clinical, Affiliate, Adjunct or Visiting Professor shall be considered by a [Professorial Titleholders' Appointment Committee](#) appointed by the Vice-Chancellor and President for the purpose. The decision of whether to confer the title shall be made by the Vice-Chancellor and President following recommendation from that Appointment Committee.

In the case of a former professorial level employee of the University, the Vice-Chancellor and President may, at the request of the Executive Dean of the relevant Faculty, exercise discretion by approving conferment of a professorial title without further consideration by a Professorial Appointment Committee.

**4.2** Applications and nominations for the title of all other Clinical, Affiliate, Adjunct or Visiting titles (including, in the case of Visiting Research Fellows, whether the additional descriptive Honorary should be added) shall be considered and decided by an appropriate process within the Faculty.

Where the titleholder's contribution is to more than one Faculty, the Executive Dean of the Faculty in which most of the contribution is received, will consult with the other Faculty as to whether the title should be awarded or the term extended.

**4.3** Titles awarded to short-term academic visitors will usually be commensurate with the title the visitor has in their own institution and decided by the Executive Dean on the recommendation from the relevant Head of School. These titles may only be conferred for the duration of the academic's visit.

**4.4** The General Manager, Human Resources should be notified of the titles conferred so titleholders can be formally advised. If the titleholder's term for the title is extended within 3 months of the end of the initial appointment with no change in the contribution or conditions, the previous notification of appointment and conditions will continue and no further notification will be sent.

## **5 CRITERIA AND PROCESS FOR CONFERMENT OF SPECIFIC TITLES**

Specific criteria apply to the conferment of the following titles in addition to those specified in [paragraph 4.8](#) of the policy:

### **5.1 Clinical**

**5.1.1** The Clinical title may only be conferred on holders of a registrable medical, dental, nursing or psychological qualification, and who contribute to the work of the Faculty of Health Sciences.

**5.1.2** To be eligible for conferment of the title of Clinical Associate Lecturer (Tutor) and above, a candidate must be:

- (i) a staff member of an organisation which has been formally approved by the Vice-Chancellor and President for the express purpose of conferment of titles, or (see [Policy Clause 4.6](#))
- (ii) a general medical practitioner or clinical psychologist, or
- (iii) a fellow of the appropriate College, or
- (iv) in the case of a Clinical Associate Lecturer in general practice, a person who has satisfied the requirements for vocational training in the discipline, or
- (v) in the case of a Clinical Lecturer in Psychology, either a member of the College of Clinical Psychologists or eligible for such membership, or
- (vi) in the case of a nurse, hold a current registration and an appropriate post-graduate qualification.

### **5.1.3 Lecturer in-Charge**

The Senior Visiting Medical Staff of the affiliated teaching hospitals in the three specialties, Dermatology, Ophthalmology, and Otorhinolaryngology who coordinate teaching in that speciality may apply for the title Lecturer in-Charge as well as an appropriate clinical title.

The person appointed to be in charge of Ophthalmology will be known as the Dr Charles Gosse Clinical Lecturer and Lecturer in-Charge of Ophthalmology.

### **5.2 Affiliate**

The Affiliate title may only be conferred on staff, other than those eligible for clinical titles, of organisations, which have been formally approved by the Vice-Chancellor and President for the express purpose of conferment of titles (see [Policy Clause 4.6](#)).

### **5.3 Adjunct**

The Adjunct title may be conferred on any titleholder, other than those eligible for clinical titles or short-term academic visitors.

In the case of candidates for whom either the title Affiliate, Adjunct or Visiting could be conferred, the Executive Dean shall take into account the candidate's preference.

#### **5.4 Visiting**

The title of Visiting Lecturer, Senior Lecturer, Associate Professor, or Professor may be conferred only on persons who are not employed in an approved organisation, including short-term academic visitors.

#### **5.5 Visiting Research Fellow**

**5.5.1** This title is often, but not only, used for former academic staff of the University who continue their connection with the University in a research capacity.

#### **5.5.2 Honorary Visiting Research Fellow**

When an application or nomination for the conferment of the additional descriptive Honorary to the title Visiting Research Fellow is being considered, the extent to which the candidate is a scholar of high academic distinction shall be taken into account.

#### **5.6 Visiting Fellow**

It is expected that this title will usually be used for people who would not meet the research criteria for conferment of other academic titles. An example where such an award may be appropriate is for a distinguished practising architect who is willing to make a commitment to teaching in the University.

#### **5.7 Field Associate/Visiting Associate**

These non-academic titles are used to acknowledge contributions, which support research or education but are not academic. Examples of where such an award may be appropriate include:

- Amateur naturalists who regularly collect plant and animal material for University research
- Farmers who provide access to land
- Wildlife rangers who regularly help University research
- Community Oral Assessors for Faculty of Health Science student admissions

### **6 PROMOTION**

The holder of a title of Lecturer, Senior Lecturer, or Associate Professor, whether preceded by the descriptive Clinical, Affiliate or Adjunct, may apply for promotion to a higher academic grade in accordance with the [University's Promotions policy](#). This is not available to short-term academic visitors who hold a Visiting title.

### **7 UNIVERSITY PROVISIONS**

**7.1** In conferring the title the University will provide:

- Access to the University Library on the same basis as University staff,
- Contact details listed in the University communications systems,

- Administration of grant funding,
- Clear direction about the duties to be undertaken,
- Involvement in relevant School activities,
- Access to the University's public liability and professional [indemnity insurance](#) when undertaking activities relevant to the titleholder's role and under the direction and control, or at the explicit request of the Head of School.

**7.2** The University may provide the following:

- Access to email and internet,
- Access to after hours parking permits in accordance with the parking policy,
- Accommodation and facilities at the discretion of the Head of School,
- Professional development in teaching at a University if recommended by the Executive Dean or Head of School.

## **8 TITLEHOLDER DUTIES AND CONDITIONS**

**8.1** Unless otherwise specified at their appointment, titleholders are usually responsible to the Head of School for fulfilling the teaching and/or research contributions on the basis of which the title was awarded. The duties may be subject to agreement with the relevant approved organisation.

**8.2** Titleholders who are, by agreement with the Head of School, rostered to undertake a teaching commitment (clinical session, lecture or tutorial) are responsible for ensuring that proper arrangements are made for an authorised deputy to act in their stead if they are unable to fulfil the commitment (see [policy clause 4.9.1](#))

**8.3** Titleholders must inform the Head of School of any periods of leave during which they will be unable to make the contributions on the basis of which the title was awarded.

**8.4** Titleholders may be invited to participate in curriculum planning.

**8.5** Titleholders may become members of any appropriate committee by invitation of that committee.

**8.6** Holders of appropriate titles may, with the approval of the Dean of Graduate Studies and the Head of School, supervise research higher degree students.

**8.7** In addition to protecting the University in relation to intellectual property owned by a third party, (see [policy clause 4.9.1](#)), a condition of the title may be that a non-exclusive license is granted to the University for the use intellectual property created by the titleholder in making his or her contribution so it can be used within University programs.

## **9 CESSATION OF TITLES**

**9.1** The Head of School will monitor the outcomes and contribution of titleholder to the School and advise the Executive Dean.

**9.2** The title will cease upon written advice from the relevant Executive Dean to the General Manager, Human Resources in cases, other than professorial titles, where:

- the holder significantly reduces their contribution to the academic work of the University,
- the holder becomes a member of the University's staff,
- if it becomes apparent to the Executive Dean that the titleholder has breached a relevant University policy or code of practice, or
- the holder is no longer contributing sufficiently or appropriately to the direction and performance of the Faculty.

The Head of School should ensure that General Manager, Human Resources is notified when the titleholder is deceased or otherwise ceases the association with the University, so that accurate records are kept.

**9.3** In the case of professorial titles the Executive Dean will recommend to the Vice-Chancellor and President in writing that the title ceases.

## **10 APPROVAL OF ORGANISATIONS**

**10.1** Organisations are approved by the Vice-Chancellor and President on the recommendation of the Executive Dean.

**10.2** When the University considers the approval of an organisation under the policy, consideration will be given to whether the organisation has an explicit statement of codes of conduct or ethical practice for staff.

**10.3** A [list of approved organisations](#) will be maintained by Human Resources staff in the toolkit to these guidelines.

## **11 RESPONSIBILITIES**

<b>Role</b>	<b>Accountability</b>
Vice-Chancellor and President	Approve organisations whose staff may be invited to apply for Clinical, Affiliate and Adjunct titles. Inform General Manager, Human Resources of Approved Organisations. Approve conferral, extension or cessation of professorial level titles.
Deputy Vice-Chancellor and Vice-President, Executive Dean	Approve all other Clinical, Affiliate, Adjunct, Visiting, or Field/Visiting. Associate titles (including the addition of Honorary, in the case of Visiting Research Fellows) in their unit. Approve extensions or cessation of titles.
DVC, Executive Dean or their nominee	Ensure titleholders are provided with access to relevant university policies and codes of practice.
Head of School	Recommend applications for titles. Advise the Executive Dean of a titleholder's change in status if he/ she ceases to be a member of an approved organisation.
General Manager, Human Resources	Ensure titleholders are formally notified of their title, benefits and obligations. Ensure records, and publicise the list of Approved Organisations. Ensure records of persons awarded titles are maintained.