DIVISION OF SERVICES AND RESOURCES
HUMAN RESOURCES

THE UNIVERSITY OF ADELAIDE AUSTRALIA

CONFERRAL OF HONORARY ROLES POLICY

Authorised By:	Vice-Chancellor and President	**Date Authorised:**	01/10/2003
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Related Documents:	Conferral of Honorary Roles Guidelines http://www.adelaide.edu.au/policies/118/ Toolkit for Conferring Honorary Academic & Non-academic Titles http://www.adelaide.edu.au/hr/policies/toolbox/acadtitlestools.html Special Degrees Rules http://www.adelaide.edu.au/policies/676/ Award of Emeritus Professor & Emeritus Fellow Title Policy http://www.adelaide.edu.au/policies/119/ Award of Emeritus Professor & Emeritus Fellow Title Guidelines http://www.adelaide.edu.au/policies/119/ 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Superseded Documents:	Conferring Honorary Academic & Non-Academic Titles Policy Rules Concerning the Conferring of Academic Titles on Persons who ar not Members of the Academic Staff of the University of Adelaide Policy on Non-Academic Titles of University of Adelaide Field Associate or University of Adelaide Visiting Associate Lecturers in Charge of Specialities in the Faculty of Medicine		

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

1 OVERVIEW

People from outside the University make a significant contribution to the achievement of the academic goals of the University. The University honours their contribution to its endeavours in teaching and research by conferring on them a title, which reflects their activity, and acknowledges the mutual obligations in the relationship.

2 SCOPE

The provisions of this policy apply to persons who are not members of the academic staff of the University of Adelaide and who make appropriate contributions to its academic work.

It does not apply to the titles of Emeritus Professor and Degree of Doctor of the University.

Staff of approved organisations involved in alliances or partnerships with the University may be invited to apply for a title.

3 DEFINITIONS

Titleholder is a person who is not a member of academic staff and who has been awarded a title by the University of Adelaide under this or related policies.

Short-term academic visitor is a member of the academic staff of another tertiary institution who visits the University of Adelaide at its invitation to participate in the academic work of a section of the University, generally for a period of between one and twelve months.

School is used throughout this document, but should be taken to mean any academic unit in the University, including Departments.

Academic work refers to teaching, research/scholarship, the exercise of creative performance and/or professional skills.

4 POLICY PRINCIPLES

4.1 The University may confer an academic title on a person who agrees to make an appropriate significant contribution to its academic work for a specific period of time.

4.2 The University may confer a non-academic title on a person who has a substantial association with the University in areas of activity, which are related to academic work.

4.3 Titleholders may have links with or make contributions to one or more Faculties or Schools.

4.4 The Executive Dean will determine whether the contribution of the proposed titleholder is sufficient and appropriate to the direction and performance of the Faculty programs to warrant a title.

4.5 To be eligible for a title a person must meet the specific eligibility criteria outlined in the Guidelines and meet an identified need of the University.

4.6 Approved Organisations

4.6.1 Organisations involved in alliances or partnerships with the University may be approved for the purpose of conferment of Clinical, Affiliate or Adjunct titles on their staff.

4.6.2 Approval of Organisations will take into account:

- The significance of contributions of the organisation's staff and/or members to the teaching and/or research activities of the University,
- The extent of cooperation in academic matters by the organisation's staff and/or members with staff of the University,
- Such other circumstances or details as appear to the University to be relevant.

4.6.3 Staff of approved organisations involved in alliances or partnerships with the University may be invited to apply for a title.

4.7 Applications and Nominations

4.7.1 Applications and nominations for the conferment of titles for all levels under this policy must be submitted through the Head of School to the Executive Dean of the relevant Faculty, who will decide whether to confer the title with the exception of professorial titles.

4.7.2 The Vice-Chancellor and President will determine the conferral of professorial titles.

4.8 Criteria for Conferment of a Title

Assessment for the conferment of a title on an individual shall take into account:

- The person's eligibility,
- The extent of his or her expected contribution,
- The person's academic or research standing (in the case of academic titles),
- Specific criteria relevant to particular titles as listed in the Guidelines.

4.9 Duties, Obligations, Conditions and Privileges

4.9.1 Conferment of a title obliges the titleholder to:

- Comply with designated University of Adelaide policies and codes of practice, and any other direction given by the Head of School or their nominee,
- Undertake teaching, research, student supervision and other activities to the standard agreed by the Faculty, and as negotiated with the University,
- Make satisfactory alternate arrangements for all agreed commitments, if they are not able to meet their undertaking,
- Certify they are not using the intellectual property, including copyright, of any third party in the work without authorisation in the work they undertake on behalf of the University.

4.9.2 Titleholders do not have the authority to bind the University to any agreement, contract or other legally binding agreement. The University may seek to recover from

a titleholder loss, expense or damage suffered as a result of a titleholder acting in breach of this provision.

4.9.3 In conferring the titles available under this policy the University acknowledges its responsibility for:

- Providing titleholders with access to direction, facilities and processes which enable them to effectively make their contribution, subject to the discretion of the University having regard to its resources and objectives,
- Bona fide acts or omissions of its titleholders which occur during the performance of their role, are reasonably related to that capacity and are not in breach of any law or University policy,
- Maintaining research and teaching standards.

4.9.4 Titleholders have an obligation to advise the University of any circumstances which may lead to liability.

4.10 The contribution of a titleholder is voluntary. However in some instances titleholders may be paid, provided their remuneration is not pursuant to a fixed term or continuing academic appointment. The issue of payment is not related to the conferment of the title.

4.11 Duration and Cessation of Title

4.11.1 The titles conferred under this policy will be for a specified duration of up to 3 years and may be renewed if the candidate makes a further commitment.

4.11.2 In the case of titles conferred on staff of an approved organisation, the title will lapse on the retirement or resignation of the holder from a relevant position in an approved organisation.

4.11.3 Titles conferred on short-term visitors will lapse at the end of the visit.

4.11.4 The Executive Dean, or in the case of professorial titles, the Vice-Chancellor and President, may suspend or withdraw titles and any benefits associated with them at any time.

5 TITLES AVAILABLE

5.1 Academic titles

The academic titles listed below may be conferred according to policy clause 4.8 and any specific criteria in the Guidelines:

- Adjunct Associate Lecturer, Lecturer, Senior Lecturer, Associate Professor, or Professor
- Clinical Associate Lecturer (Tutor), Lecturer, Senior Lecturer, Lecturer-in-Charge (only in Dermatology, Ophthalmology, and Otorhinolaryngology), Associate Professor, or Professor
- Affiliate Associate Lecturer, Lecturer, Senior Lecturer, Associate Professor, or Professor
- Visiting Lecturer, Senior Lecturer, Associate Professor, or Professor
- Visiting Research Fellow or Honorary Visiting Research Fellow

- Visiting Fellow

5.2 Non-Academic titles

The following non-academic titles may be used where the extent or nature of the contribution means it is not appropriate to award any of the academic titles listed above.

- Field Associate
- Visiting Associate

6 RESPONSIBILITIES

Role	***Accountability***
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 and Vice-President, Executive Dean or their nominee	Ensure titleholders are provided with access to relevant university policies and codes of practice.
Head of School/Department	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.

7 COMMUNICATION

7.1 The Director, Human Resources is responsible for promulgating this Policy to all relevant staff.

7.2 This Policy will be available through the Human Resources website and University Policies website.