



# Titleholder - Conferral of Honorary Roles Procedure

## Aim

To prescribe the responsibilities and actions required to confer an honorary title, on a person who makes or will make a significant contribution to the achievement of the academic goals of the University and to meet the requirements of the [Recruitment Policy](#).

## 1 Objective

- 1.1 To provide a process for the application, assessment and processing of a title, (including renewals and cessation where applicable) and to prescribe the obligations and duties of the University and the Titleholder.

## 2 Scope

### 2.1 Inclusions

This procedure applies to individuals who meet the criteria, outlined in the [Titles and Eligibility Criteria](#) (Appendix A), and who make appropriate contributions to academic work.

### 2.2 Exclusions

This procedure does not apply to:

- Academic or Professional Staff who are employed by the University of Adelaide for more than 0.5 full time equivalent.
- The titles of Emerita or Emeritus Professor, Emerita or Emeritus Fellow, and Honorary University Fellow or the conferral of honorary degree awards.  
Refer to the [Award of Emeritus Professor, Emeritus Fellow and Honorary University Fellow Titles Policy](#) and the [Special Degrees Rules](#).
- Promotion of Titleholders. Please refer to the [Promotions Procedure](#).

## 3 Process: Initial assessment and application

Person Responsible	Actions
3.1 Executive Dean (or delegate)	a) 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/or teaching program of the Faculty. The expertise will usually be such that it: <ul style="list-style-type: none"> <li>• augments a major teaching or research direction;</li> <li>• enables an eminent practitioner in another organisation to expand or contribute to the development of knowledge within their discipline; and</li> <li>• assists in the establishment of effective relationships with staff from University <a href="#">approved organisations</a>.</li> </ul> b) Determine the appropriate <a href="#">title</a> to offer the candidate.

Continued

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3 Process: Initial assessment and application (continued)

Person Responsible		Actions
3.1	Executive Dean (or delegate) (Continued)	<p><u>If the candidate meets the <a href="#">eligibility criteria</a></u></p> <p>c) Invite the nominated candidate to complete the New Title Online Request Form.</p> <p>Alternatively, the Faculty/School Delegate can initiate the New Title Online Request Form on behalf of the candidate.</p> <p><u>Note</u> 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.</p>
3.2	Candidate	<p>a) Complete the New Title Online Request Form upon invitation or self-nomination, including in your application:</p> <ul style="list-style-type: none"> <li>• the title for which you are applying for or being nominated;</li> <li>• the Curriculum Vitae and names and contact details of at least three referees;</li> <li>• justification that outlines the nature and extent of your current involvement (if applicable) and proposed involvement in the academic work of the School;</li> <li>• details of the length of time (up to three years) that you are prepared to commit; and</li> <li>• details of your position in an approved organisation (if applying for an Affiliate title).</li> <li>• details of your registration with National Board (if applying for a Clinical title).</li> </ul>
3.3	Faculty/School Delegate (School Contact)	<p>On initial receipt of the New Title Online Request Form:</p> <p>a) Consult with the Head of School/Executive Dean to assess whether there is a need for a contribution of expertise in research and/or teaching in a specific area in accordance with 3.1(a).</p> <p>b) <b>If no:</b> Advise the candidate accordingly and withdraw the form. An email will be automatically generated to the candidate notifying them of the unsuccessful outcome.</p> <p><b>If yes:</b></p> <ol style="list-style-type: none"> <li>i. Determine the appropriate title to offer the candidate and verify that the New Title Online Request Form is complete, including documentation required.</li> <li>ii. Contact the nominee to obtain further details (if required).</li> <li>iii. Obtain any necessary pre-employment checks if applicable, as outlined in the <a href="#">Pre-Employment Screening Procedure</a>.</li> <li>iv. Submit the form for approval.</li> </ol> <p>If the form is declined during the approval process:</p> <p>c) Contact the nominee to obtain further details (if required) and resubmit the form for approval; or</p> <p>d) Advise the candidate accordingly and withdraw the form. If the form was initiated by the candidate, an email will be automatically generated notifying them of the unsuccessful outcome.</p> <p><u>Note</u> If identified on the New Title Online Request Form that the titleholder is applying for a title in more than one Faculty, the Executive Dean should consult with the other Faculty as part of the approval process.</p>

**4 Process: Approving or declining a new title application (Level A to C only) in the on-line system**

Person Responsible		Actions
4.1	Head of School	<p>a) Approve or decline the New Title Online Request Form.</p> <p><u>Note:</u> If approved, an email will be automatically generated to the candidate and the Faculty/School Delegate notifying them of the outcome. The email will contain a successful confirmation letter.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p>

**5 Process: Approving or declining a new title application (Level D only) in the on-line system**

Person Responsible		Actions
5.1	Head of School	<p>a) Endorse or decline the New Title Online Request Form.</p> <p><u>Note:</u> The endorsed request is automatically submitted to the Executive Dean for approval.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p>
5.2	Executive Dean	<p>a) Approve or decline the New Title Online Titleholder Form.</p> <p><u>Note:</u> If approved, an email will be automatically generated to the candidate and the Faculty/School Delegate notifying them of the outcome. The email will contain a successful confirmation letter.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p>

**6 Process: Approving or declining a new title application (Level E only) in the on-line system**

Person Responsible		Actions
6.1	Head of School	<p>a) Endorse or decline the New Title Online Request Form.</p> <p><u>Note:</u> The endorsed request is automatically submitted to the Executive Dean for review.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p>
6.2	Executive Dean	<p>a) Endorse or decline the New Title Online Request Form.</p> <p><u>Note:</u> The endorsed request is forwarded to the Associate Director, HR Shared Services for review.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p>

6 Process: Approving or declining a new title application (Level E only) in the on-line system (Continued)

Person Responsible		Actions
6.3	Associate Director, HR Shared Services (or delegate)	<p>a) Coordinate the approval process for a professorial level title with the Office of the Vice-Chancellor and President.</p> <p><u>Note</u> If the form is incomplete or requires further details, it will be declined for action by the Faculty/School Delegate.</p>
6.4	Vice-Chancellor and President	<p>b) Approve or decline the New Title Online Request Form.</p> <p><u>Note</u> If approved, an email will be automatically generated to the candidate and the Faculty/School Delegate notifying them of the outcome. The email will contain a successful confirmation letter.</p> <p>If declined, the form will be returned to the Associate Director, HR Shared Services for review.</p>

7 Process: Renewing an existing title

Person Responsible		Actions
7.1	Faculty/School Delegate (School Contact) in consultation with the Head of School	<p>a) Review titles that are due to expire, upon receipt of email notification (generated 3 months prior to the title expiration date).</p> <p>b) Discuss with the Head of School if the title is to be renewed or terminated (as at the current title end date).</p> <p>c) Initiate the worklist task selecting the recommended action as Renew or Terminate.</p> <p><u>Where the recommended action is renew:</u></p> <p>d) Verify the new title end date (this can be no later than 3 years from the new title start date), the title, title level and supervisor.</p> <p><u>Note:</u> Where the recommended action is terminate, the termination will be effective as at the current title end date.</p>

8 Process: Approving or declining renewal or termination of an existing title (Levels A to C only)

Person Responsible		Actions
8.1	Head of School	<p>a) Review titles that are due to expire, upon receipt of email notification and approve or decline the renewal/termination of an existing title.</p> <p><u>If approving a renewal</u></p> <p>b) Provide a justification that outlines the nature and extent of the titleholder's existing and proposed involvement in the academic work of the School.</p> <p><u>Note:</u> If approved, an email will be automatically generated to the candidate and the Faculty/School Delegate notifying them of the renewal or lapse of their title.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p>

9 Process: Approving or declining renewal or termination of an existing title (Level D only)

Person Responsible		Actions
9.1	Head of School	<p>a) Review titles that are due to expire, upon receipt of email notification and endorse or decline the renewal/termination of an existing title.</p> <p><u>If approving a renewal</u></p> <p>b) Provide a justification that outlines the nature and extent of the titleholder's existing and proposed involvement in the academic work of the School and attach to the memo.</p> <p><u>Note:</u> The endorsed request is automatically submitted to the Executive Dean for approval.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p>
9.2	Executive Dean	<p>a) Review titles that are due to expire, upon receipt of email notification and approve or decline the renewal/termination of an existing title.</p>
Person Responsible		Actions
10.1	Head of School	<p>If approved, an email will be automatically generated to the candidate and the</p> <p>a) Review titles that are due to expire, upon receipt of email notification and endorse or decline the renewal/termination of an existing title for Level E.</p> <p><u>If approving a renewal</u></p> <p>b) Provide a justification that outlines the nature and extent of the titleholder's existing and proposed involvement in the academic work of the School and attach to the memo.</p> <p><u>Note:</u> The endorsed request is automatically submitted to the Executive Dean for review.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p>
10.2	Executive Dean	<p>a) Review titles that are due to expire, upon receipt of email notification and endorse or decline the renewal/termination of an existing title for Level E.</p> <p><u>Note</u> If approving a renewal, the endorsed request is forwarded to the Associate Director, HR Shared Services for review.</p> <p>If approving a termination, an email will be automatically generated to the candidate and the Faculty/School Delegate notifying them of the outcome.</p> <p>If declined, the form will be returned to the Faculty/School Delegate for action.</p> <p style="text-align: right;">Continued</p>

10 Process: Approving or declining renewal of an existing title (Level E only)

10 Process: Approving or declining renewal of an existing title (Level E only) (Continued)

Person Responsible		Actions
10.3	Associate Director, HR Shared Services (or delegate)	<p>a) Coordinate the approval process for a professorial level title with the Office of the Vice-Chancellor and President.</p> <p><u>Note</u> If the form is incomplete or requires further details, it will be declined for action by the Faculty/School Delegate.</p>
10.4	Vice-Chancellor and President	<p>a) Review titles that are due to expire, upon receipt of email notification and approve or decline the renewal/termination of an existing title for Level E.</p> <p><u>Note</u> If approved, an email will be automatically generated to the candidate and the Faculty/School Delegate notifying them of the renewal or lapse of their title.</p> <p>If declined, the form will be returned to the Associate Director, HR Shared Services for action.</p>

11 Process: Cessation of titles prior to the designated end date

Person Responsible		Actions
11.1	Head of School	<p>a) Monitor the outcomes and contribution of a titleholder.</p> <p>b) Provide a written recommendation to the relevant Executive Dean when a title should cease prior to the designated end date if the titleholder:</p> <ul style="list-style-type: none"> <li>• significantly reduces their contribution to the academic work of the University;</li> <li>• is no longer contributing sufficiently or appropriately to the direction and performance of the Faculty;</li> <li>• is no longer a staff member of an approved organisation (in the case of an Affiliate title);</li> <li>• becomes a member of the University's staff for greater than 0.5 full time equivalent;</li> <li>• has breached a relevant University statute, rule, by-law, policy or procedure;</li> <li>• Is a short-term visitor and their visit has ended prior to the designated end date.</li> </ul> <p>c) Consider if there is a requirement to notify an approved organisation, if a Titleholder has breached a relevant University policy.</p>
11.2	Executive Dean	<p>a) Approve cessations for Level A to D on the recommendation of a Head of School and formally advise the Human Resources Service Centre in writing of the cessation including when the titleholder is deceased or otherwise ceases the association with the University.</p> <p>b) Provide a written recommendation to the Vice-Chancellor and President that a professorial title (Level E) should cease prior to the designated end date for the reasons noted in 11.1(b).</p> <p><u>Note</u> 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.</p>

Continued

11 Process: Cessation of titles prior to the designated end date (Continued)

Person Responsible		Actions
11.3	Vice-Chancellor and President	a) Approve cessations (for Level E). b) Formally advise the Human Resources Service Centre in writing of the cessation.
11.4	Associate Director, HR Shared Services (or delegate)	a) Process title cessations in the University's Core Business System on receipt of written advice from an Executive Dean (for Levels A – D) or the Vice-Chancellor and President in the case of professorial level title (Level E) and provide written advice to the titleholder.

12 Process: Obligations and duties

Person Responsible		Actions
12.1	Head of School	a) Monitor the outcomes and contribution of a titleholder. b) Ensure that a titleholder is made aware of their obligations, duties and conditions as detailed below. <ul style="list-style-type: none"> <li>• 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 in the case of Affiliate Titleholders.</li> <li>• The contribution of a titleholder is voluntary. (Note, in some instances, titleholders may be paid, provided their remuneration is not pursuant to a fixed-term or continuing academic appointment at the University.)</li> <li>• 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.</li> <li>• Titleholders are responsible for ensuring that they make satisfactory alternate arrangements if they are unable to undertake an agreed commitment, as approved by the Head of School or delegate. This includes, but is not limited to, a rostered teaching commitment (clinical session, lecture or tutorial).</li> <li>• Titleholders may be invited to participate in curriculum planning.</li> <li>• Titleholders may become members of any appropriate committee by invitation of that committee.</li> <li>• Holders of appropriate titles may supervise higher degree by research students, as approved by the Dean of Graduate Studies and the Head of School.</li> <li>• In addition to protecting the University in relation to intellectual property owned by a third party, a condition of a title may be that a non-exclusive licence is granted to the University for the use of intellectual property created by the titleholder in making his or her contribution so it can be used within University programs.</li> <li>• The titles conferred under this Procedure will be for a specified duration (up to 3 years) and may be renewed if the candidate makes a further commitment.</li> <li>• Titleholders will be required, as part of the conditions of appointment, to comply at all times with the Statutes, Rules, By-laws, Policies and Procedures of the University (including the Code of Conduct).</li> <li>• Titleholders have an obligation to advise the University of any circumstances which may lead to liability.</li> <li>• 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 any loss, expense or damage suffered as a result of a titleholder acting in breach of this provision.</li> </ul> c) Recognise the active contributions of the Titleholder as applicable.

13 Process: University provisions

Person Responsible		Actions
13.1	Head of School	<p>a) Advise a titleholder that the University will provide them with the following benefits for the duration of their title subject to the University having due regard for its resources and objectives:</p> <ul style="list-style-type: none"> <li>• A University email address and access to the necessary information and systems required;</li> <li>• Access to the University library on the same basis as University staff;</li> <li>• Their contact details listed in the University communications systems;</li> <li>• Administration of grant funding;</li> <li>• Involvement in relevant School activities;</li> <li>• Access to the University insurance program when undertaking activities relevant to the titleholder’s role and under the direction or control, or at the explicit request of the Head of School, where those activities are reasonably related to that role, and are not in breach of any law or University Policy.</li> </ul> <p>b) Advise a titleholder that the University may provide the following benefits for the duration of their title at the discretion of the Head of School and these may be reviewed/retracted at any time at the discretion of the University:</p> <ul style="list-style-type: none"> <li>• Access to after-hours parking permits in accordance with <a href="#">Car Parking Procedures</a>;</li> <li>• Office accommodation and facilities; and</li> <li>• Professional development in teaching if recommended by the Executive Dean (or Head of School).</li> </ul> <p>c) Advise a titleholder that the University acknowledges its responsibility for bona fide acts or omissions of its titleholders which occur during the performance of their role, where those acts are reasonably related to that capacity, and are not in breach of any law or University Policy.</p>

14 Process: Reviewing the Approved Organisations Register

Person Responsible		Actions
14.1	Associate Director, HR Shared Services (or delegate)	<p>a) Review and update the <a href="#">Approved Organisations Register</a> annually to ensure the organisations are still in operation in consultation with Executive Deans.</p> <p>b) Where a Faculty seeks to add an organisation ensure that the Faculty has provided an appropriate business case that includes:</p> <ul style="list-style-type: none"> <li>• The significance of contributions of the organisation's staff and/or members to the teaching and/or research activities of the University; and</li> <li>• The extent of cooperation in academic matters by the organisation's staff and/or members with staff of the University; and</li> <li>• Such other circumstances or details as appear to the University to be relevant.</li> </ul> <p>c) Send a memo including the business case to the Vice-Chancellor and President to request additions or removals from the <a href="#">Approved Organisation Register</a>.</p>
14.2	Vice-Chancellor and President	<p>a) Approve or decline request.</p>



15 Definitions

**Academic Work**

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

**Approved Organisation**

An organisation that has been approved for the purposes of the conferment of affiliate titles.

16 Useful information and resources

16.1	<p><b>University related documents and Policies</b></p> <p><a href="#">Recruitment Policy</a></p> <p><a href="#">Code of Conduct</a></p> <p><a href="#">University of Adelaide Enterprise Agreement (as amended)</a></p> <p><a href="#">Pre-Employment Screening Procedure</a></p> <p><a href="#">Behaviour and Conduct Policy</a></p> <p><a href="#">Health, Safety and Wellbeing Policy</a></p> <p><a href="#">Conflict of Interest Procedure</a></p>
16.2	<p><b>Related Legislation</b></p> <p><a href="#">Volunteers Protection Act (SA) 2001</a></p>
16.3	<p><b>Useful Web-links</b></p> <p><a href="#">Human Resources, Titleholders</a></p>

## TITLES and ELIGIBILITY CRITERIA

### **Academic Titles**

Academic Titles are awarded based on the following levels:

- **Levels A to D:** These include all titles except Professorial titles e.g. Adjunct Lecturer, Affiliate Senior Lecturer, Clinical Associate Professor.
- **Level E:** These include all Professorial titles except Associate Professor e.g. Adjunct Professor, Clinical Professor.

**Adjunct** (i.e., Adjunct Associate Lecturer, Adjunct Lecturer, Adjunct Senior Lecturer, Adjunct Associate Professor, or Adjunct Professor)

The Adjunct title may be conferred on any person, 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.

**Affiliate** (i.e., Affiliate Associate Lecturer, Affiliate Lecturer, Affiliate Senior Lecturer, Affiliate Associate Professor, or Affiliate Professor)

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 honorary roles (titles).

**Clinical** (i.e., Clinical Associate Lecturer, Clinical Lecturer, Clinical Senior Lecturer, Lecturer-in-Charge (only in Dermatology, Ophthalmology, and Otorhinolaryngology), Clinical Associate Professor, or Clinical Professor)

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

- 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
- a general medical practitioner or clinical psychologist, or
- a fellow of the appropriate College, or
- 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
- in the case of a Clinical Lecturer in Psychology, either a member of the College of Clinical Psychologists or eligible for such membership, or
- in the case of a nurse, hold a current registration and an appropriate post-graduate qualification.

### **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.

**Visiting** (i.e., Visiting Lecturer, Visiting Senior Lecturer, Visiting Associate Professor, or Visiting Professor)

These titles may be conferred on individuals who do not have an employment relationship with the University and who are invited to visit the University for a set period of time to engage in activities which contribute to the goals of the University of Adelaide.

**Visiting Research Fellow** (i.e., Visiting Research Fellow or Honorary Visiting Research Fellow)

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.

### **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.

### **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.

### **Non-Academic Titles**

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

These 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. These 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.

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