



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Policy:

## Adjunct, Clinical Academic and Visiting Appointments

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## 1 OBJECTS OF THE UNIVERSITY

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The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
  - i. teaching, scholarship and research;
  - ii. training for the professions; and
  - iii. pastoral care for its students.

## 2 PURPOSE

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- 2.1** The University of Notre Dame Australia ('**University**') aims to encourage persons who have achieved academic or professional recognition in the wider community to cooperate and contribute to the activities of the University.
- 2.2** Where a person makes a significant contribution to the activities of the University, without remuneration, the University may recognise that contribution by conferring on that person an honorary academic title.

## 3 PRINCIPLES

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- 3.1** Adjunct, Clinical Academic, and Visiting appointments are honorary and are conferred in return for a person's contribution towards the academic, research or clinical teaching activities of the University. The University expects that a person shall continue to make a significant contribution to the University throughout the period of the appointment.
- 3.2** The term honorary means that no remuneration of any kind will be paid by the University with respect to the appointment of Adjunct, Clinical Academic or Visiting appointments.
- 3.3** With respect to their involvement with the University, persons appointed to Adjunct, Clinical Academic or Visiting positions are expected to comply with the University's Code of Conduct and all relevant University Policies, Rules and Regulations.
- 3.4** The Vice Chancellor may terminate an Adjunct, Clinical Academic or Visiting appointment at any time and for any reason.
- 3.5** Appointments shall be responsible to the Dean of the relevant School.
- 3.6** Persons employed by the University are not normally eligible for appointment to Adjunct, Clinical Academic or Visiting positions.
- 3.7** Any appointment to an Adjunct, Clinical Academic or Visiting position will be conditional on the appointee agreeing to comply with the terms of the University's Intellectual Property Policy.
- 3.8** With the approval of the relevant Dean, Adjunct, Clinical Academic or Visiting appointees may:
  - 3.8.1 represent the University in professional forums, conferences, and seminars;
  - 3.8.2 nominate the University as host institution for the purpose of research applications, with the University administering any grants and associated staff appointments. Any publications resulting from the research must recognise the University.
- 3.9** Appointees will generally be able to:
  - 3.9.1 access University Information and Communications Technology including allocation of email and password;

- 3.9.2 access University library resources;
  - 3.9.3 access a workspace and secretarial assistance, if available;
  - 3.9.4 participate in University and School activities.
- 3.10** No additional funding will be provided by the University to Schools with respect to the appointment of Adjunct, Clinical Academic or Visiting appointments.

## **4 ADJUNCT AND CLINICAL ACADEMIC APPOINTMENTS**

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- 4.1** An Adjunct Appointment provides recognition to a person of standing in their profession or field of expertise who makes a significant contribution to the University.
- 4.2** A Clinical Academic Appointment provides recognition to a person of standing in the disciplines of Medicine, Nursing or Health Sciences who because of their clinical expertise makes a significant contribution to the clinical teaching or research within one of those Schools of the University.
- 4.3** The contribution of an appointee in 4.1 and 4.2 above is not limited to teaching or research and may include personal involvement in the activities of a School within the University.
- 4.4** For the purposes of this section a reference to appointee or appointment refers to both Adjunct appointees and Clinical Academic appointees or an appointment to these positions.
- 4.5** Appointments are awarded for a period approved by the Vice Chancellor. The Vice Chancellor may agree to renew or extend the period where it is in the interest of the University to do so.
- 4.6** In addition to those privileges in paragraph 3.8 above the following privileges may be extended to appointees:
  - 4.6.1 access to the University's IT resources and library facilities on the same basis as other staff members;
  - 4.6.2 for all purposes of courtesy and on ceremonial occasions, appointees will be regarded as academic or professional staff members of the relevant School and the University;
  - 4.6.3 permission to use the honorary title on formal documentation such as correspondence, business cards and publications. For documentation, the full honorary title, for example Adjunct Professor, must be used in its entirety so it is clear that the appointment is of an adjunct nature.
- 4.7** The University expects that appointees will engage in some teaching, research or general scholarly activity at the University in return for the privileges attaching to the appointment.
- 4.8** Appointees who undertake research or provide supervision to Higher Degree Research students must act in accordance with the highest ethical standards pertaining to research and supervision of research.
- 4.9** Appointees are not employed under a contract of employment with the University and as such are not considered employees of the University in accordance with the University's conditions of employment.
- 4.10** Appointees are required to conduct themselves in a manner that complies with generally accepted professional standards of practice and behaviour. Conferral of an Adjunct, Clinical Academic or Visiting appointment may be terminated if at any time the Vice Chancellor considers that the appointee's conduct to have been inappropriate or unprofessional or of a nature that it is not in the best interests of the University to continue the appointment.
- 4.11** There are six levels of Adjunct/Clinical Academic appointment. The level of appointment should be at the level that best reflects the person's academic or professional achievements. For example, where the University appoints a person who holds or has previously held an academic title at another university, the level appointed should not normally be at a higher level unless

special circumstances exist to warrant a higher level. The levels of Adjunct/Clinical Academic appointments are:

**4.11.1 [Adjunct/Clinical Academic] Professor**

An Adjunct Professor will be an outstanding leader in their field and a person of distinction and high achievement. He/she will possess academic and/or professional qualifications and expertise comparable with those expected of a member of the University's Professoriate.

**4.11.2 [Adjunct/Clinical Academic] Associate Professor**

An Adjunct Associate Professor will be a leader in their field and should possess academic and/or professional qualifications and expertise comparable with those normally expected of a University employee at this level.

**4.11.3 [Adjunct/Clinical Academic] Senior Lecturer**

An Adjunct Senior Lecturer will possess academic and/or professional qualifications and expertise comparable with those normally expected of a Senior Lecturer within the University.

**4.11.4 [Adjunct/Clinical Academic] Adjunct lecturer**

An Adjunct Lecturer will possess academic and/or professional qualifications and expertise comparable with those normally expected of a Lecturer within the University.

**4.11.5 [Adjunct/Clinical Academic] Associate Lecturer**

An Associate Lecturer will possess academic and/or professional qualifications and expertise comparable with those normally expected of an Associate Lecturer within the University.

**4.11.6 [Adjunct/Clinical Academic] Adjunct Research Fellow**

An Adjunct Research Fellow will be a leader in their field and should possess academic research qualifications and expertise comparable with those normally expected of a University employee at this level.

**4.12** The University will not normally consider full-time academic staff at other universities for Adjunct or Clinical Academic appointments.

**4.13** Any teaching undertaken by appointees will normally be without payment. In some circumstances, (for example where a Clinical Academic appointee undertakes a teaching workload which is considered over and above what would normally be expected by an honorary appointee), the relevant Dean may agree to enter into a contract of employment (for example through a sessional contract) to accommodate the workload. Any such arrangement will be separate and independent from the appointee's honorary appointment.

## 5 VISITING APPOINTMENTS

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**5.1** Visiting appointments provide formal recognition for people not employed by the University, who wish to be associated with the University and contribute to the University through teaching, research or some other specific academic activity.

**5.2** Visiting appointments are awarded where a person:

5.2.1 holds a substantive academic appointment at another university or institution (Home University) and continues to hold this position throughout the period of visitation;

5.2.2 has an established reputation of high standing in their academic field of expertise; and

5.2.3 a formal association between the visiting appointee and the University is beneficial to both parties.

- 5.3 Visiting appointments are for a period of up to one year, however the period may be extended where it is in the interest of the University to do so.
- 5.4 Generally Visiting appointees will continue to be paid by their Home University for the period of the Visiting appointment and will not be entitled to remuneration by the University. It is intended that Visiting appointees return to their substantive position at their Home University at the end of the period of the appointment.
- 5.5 There are two levels of visiting appointment:
  - 5.5.1 **Visiting Professor**

This applies to a person whose substantive position at their Home University is at Professorial level and is entitled to use the title of Visiting Professor for the period of their visitation. A Visiting Professor may be appointed to contribute by way of research or teaching.
  - 5.5.2 **Visiting Fellow**

This applies to a person who, while not at Professorial level, holds a substantive academic position at their Home University and may be appointed to contribute by way of research or teaching.
- 5.6 Visiting appointees are not employed under a contract of employment with the University and as such are not considered employees of the University.
- 5.7 Visiting appointees will not be entitled to any remuneration arising out of the appointment.

## 6 APPOINTMENT PROCESS

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- 6.1 Authority for appointment, renewal or termination are set out in the University's Standing Delegations of Authority (as amended from time to time).
- 6.2 Nomination for Adjunct, Clinical Academic or Visiting appointments can be made by a Dean by forwarding the recommendation to the Staffing Office. Nominations shall include:
  - 6.2.1 Current curriculum vitae of the nominee.
  - 6.2.2 A written case in support of the appointment, setting out:
    - 6.2.2.1 details of expected contribution and enhancement to the University's teaching, research and professional activities; and
    - 6.2.2.2 the qualities, standing and achievements the nominee possesses that are deemed appropriate for consideration and those which are considered comparable to those expected at the relevant University level.
  - 6.2.3 The proposed category of appointment with a rationale for appointment at this level.
  - 6.2.4 A detailed statement of the proposed duties of the nominee.
  - 6.2.5 The proposed length of appointment.
  - 6.2.6 A detailed statement of any special conditions or benefits proposed for the nominee.
  - 6.2.7 Confirmation from the Dean that they consider the nominee is an appropriate appointment with respect to being able to uphold the Objects of the University.
  - 6.2.8 Any resources required to support the work of the nominee.
- 6.3 The Staffing Office will forward the nomination to the Head of Campus (or delegate) for review. The Head of Campus will provide a recommendation to the Vice Chancellor (or delegate) as to the appointment. The Vice Chancellor has absolute discretion with respect to the appointment.
- 6.4 Where a Dean is proposing an appointment, no undertaking should be given to the candidate in respect of the level of the appointment or any associated privileges such as access to University facilities or resources. During any discussions with the candidate, the Dean must ensure that the candidate is aware of and understands:

- 6.4.1 The University's Objects and the University's obligations to act always within the Objects.
  - 6.4.2 The University's policy on academic freedom and that, if appointed, the candidate will be required to act within the requirements of clause 4.
  - 6.4.3 If appointed, the candidate, as a representative of the University must act, at all times, conscientiously and with full respect for Catholic faith and values.
- 6.5 Where the Vice Chancellor approves the nomination of an appointment, the Staffing Office shall prepare a Letter of Appointment to be sent to the appointee. Copies of the Letter of Appointment shall be forwarded to the Head of Campus (of the relevant campus) and the relevant Dean. The Letter of Appointment will reiterate the points set out in clause 6.4.

## 7 RENEWAL OR TERMINATION OF APPOINTMENT

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- 7.1 The University may terminate an appointment at any time during the term of an appointment if it is considered that the appointee's conduct to have been inappropriate or unprofessional or of a nature that it is not in the best interests of the University to continue the appointment.
- 7.2 Where an appointment shall be terminated the appointee will be notified of the termination in writing. On notice of termination the appointee is no longer permitted to receive the benefits and entitlements of the appointment.
- 7.3 Where the renewal of an appointment is intended, the Dean will consult with the incumbent prior to submitting an application for renewal of appointment.
- 7.4 The renewal submission is to be forwarded through the Head of Campus to the Vice Chancellor or in accordance with the Standing Delegations of Authority.
- 7.5 Renewal decisions will be based on the incumbent's contribution during the period of appointment and projected future contribution.
- 7.6 The Dean may recommend the promotion of the incumbent at the time of the renewal. Where a significant case for promotion exists, the Dean should prepare a separate statement (supplementing the renewal submission) detailing:
  - 7.6.1 The way in which the qualities, standing and achievements of the incumbent, along with their level of contribution to the University, has risen since their initial appointment to a level comparable to a higher appointment category.
  - 7.6.2 The category of appointment to which promotion is proposed.
- 7.7 Where an appointment is renewed, the Staffing Office shall prepare a Letter of Appointment to be sent to the appointee. Copies of the Letter of Appointment shall be forwarded to the Head of Campus and the relevant Dean.

## 8 ROLES AND RESPONSIBILITIES

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- 8.1 **Vice Chancellor** is responsible for approving nominations for Adjunct, Clinical Academic or Visiting appointments.
- 8.2 **Heads of Campus** are responsible for providing a recommendation to the Vice Chancellor (or delegate) as to the appointment.
- 8.3 **Staffing Office** is responsible for:
  - 8.3.1 forwarding nominations for Adjunct, Clinical Academic or Visiting appointments to the Head of Campus (or delegate) for review; and
  - 8.3.2 preparing a Letter of Appointment to appointees, and forwarding copies of the Letter of Appointment to the Head of Campus (of the relevant campus) and the relevant Dean.

#### 8.4 Deans are responsible for:

- 8.4.1 nominating candidates for Adjunct, Clinical Academic or Visiting appointments and forwarding the recommendation to the Staffing Office;
- 8.4.2 recommending promotion of an appointee at the time of renewal;
- 8.4.3 consulting with the appointee prior to submitting an application for renewal of appointment.

## 9 RELATED DOCUMENTS

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9.1 *Policy: Intellectual Property*

9.2 *University's Academic Freedom Statement*

## 10 DEFINITIONS

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### 10.1 For the purpose of this Policy, the following definitions apply:

An **Adjunct Appointment** is awarded to a person of standing in their profession or field of expertise whose association with the University will contribute to the University's teaching, research and professional activities. The appointment is awarded by the University to pay recognition to a person's achievements in their field with an expectation that the person will undertake without remuneration a specific academic role where there is some defined benefit or significant advantage to the University concomitant with the privilege of holding an adjunct title.

A **Clinical Academic Appointment** is awarded to a person who, as a practical clinical professional within the disciplines of Medicine, Nursing or Health Sciences, makes a significant contribution to the clinical education and training activities of the University in one of those disciplines. These appointments are similar in nature to adjunct appointments but are limited specifically to the persons clinically qualified in the disciplines of Medicine, Nursing and Health Sciences.

A **Visiting Appointment** is available to a person who is a staff member of another university or equivalent institution and takes leave from that University or institution to take up a temporary appointment at The University of Notre Dame Australia contributing to the University's teaching, research and professional activities.

Version	Date of approval	Approved by	Amendment
1	1 January 2009	Vice Chancellor	Effective date – new Policy.
2	11 February 2009		Edited.
3	30 June 2015	Chief Operating Officer	Edited.
4	23 July 2018	DVC, Corporate	Minor changes, updated policy format.