

## Honorary, Adjunct and Visiting Appointments Policy and Procedure

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<b>Contacts</b>	policy@imc.edu.au		
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### 1. Purpose

Honorary, Adjunct and Visiting appointments are made so that Australian National Institute of Management and Commerce (IMC) is able to develop close relationships with a wide range of academic and professional talent in the broader community with the aim of enriching the student experience and advancing research, engagement with professions, business and community and teaching and learning objectives. Such appointments acknowledge the extensive contribution to teaching, research, academic programs, and professional leadership that honorary, adjunct or visiting appointments may bring to IMC. The Institute confers an Honorary, Adjunct or Visiting academic title on such persons to recognise their academic or professional achievements and the existence of a collaborative and mutually beneficial relationship.

The purpose of this policy is to outline the types of appointment that may be granted in recognition of a person's association with IMC and to provide a framework for the criteria, conditions and processes related to the appointment.

### 2. Scope

The provisions of this policy cover Honorary, Adjunct and Visiting appointments of academic positions at all levels.

### 3. Definitions

**Honorary Appointment** means appointment of a person who is not employed by IMC but who has made a distinguished contribution to academic, business or community life and whose association with IMC will bring esteem and public recognition to the Institute.

**Adjunct Appointment** means appointment of a person who is not employed by IMC but who is expected to make a significant contribution to the teaching, research and/or academic activities of IMC. Adjunct titles may be conferred on individuals in professional practice with the aim of facilitating the integration of the academic and professional components of academic programs. Holders of adjunct titles are not required to have an academic background.

**Visiting Appointment** means appointment in an academic role of an individual with the relevant qualifications, expertise or experience who is invited to contribute to the academic activities of the Institute. Visiting appointments are usually made to academic staff from another university or research, policy or government organisation.

## **4. Procedures**

### **Principles**

4.1. An Honorary, Adjunct or Visiting appointment will not be made where the person is a current full-time employee of the Institute, nor where the person is an enrolled student of the Institute.

4.2. The appointee will always use the word “Honorary”, “Adjunct” or “Visiting” as part of their academic title in any correspondence, publications or documents associated with the Institute during the term of the appointment.

4.3. Honorary, Adjunct or Visiting appointees are to abide by IMC's standards, policies and procedures whilst undertaking activities relating to their appointment. The Principal may terminate the appointment at any time if it is considered that continuation does not serve the best interests of IMC.

### **Award of an Academic Title**

The procedure for conferring each type of Academic Title is described in the policy.

### **Titles**

4.4. The following titles are to be used for Honorary, Adjunct and Visiting appointments:

- Honorary Professor, Adjunct Professor; Visiting Professor
- Adjunct Associate Professor; Visiting Associate Professor
- Adjunct Senior Lecturer; Visiting Senior Lecturer
- Adjunct Lecturer; Visiting Lecturer

4.5. The use of the academic title is contingent upon the individual contributing to the Institute's activities as outlined in the letter of offer of appointment; and upon upholding the agreed academic standards, policies and procedures of the Institute.

4.6. For honorary, adjunct or visiting appointments, the academic title will normally be determined by the Principal or by the Honorary Appointments Committee.

### **Appointments**

4.7. For **Honorary, Adjunct and Visiting appointments** there will be an Honorary Appointments Committee comprising the Principal (or nominee), Dean of the School proposing the appointment, Chair of the Academic Board and at least one external member of the Academic Board and/or Council.

4.8. The Principal or Dean of the proposing School will present a written case for Honorary, Adjunct or Visiting status, setting out the rationale and expected contribution to achieving the goals of the School and Institute, and provide the nominee's CV.

4.9. Honorary, Adjunct and Visiting appointments are generally made following nomination by the Principal or Dean of the proposing School. Honorary appointments are normally approved for three years. Adjunct and Visiting Appointments are normally approved for a period of two years. Reappointment, including consideration of appointment to a higher level, may be undertaken when the current appointment expires. The Principal may vary the period or terms of the appointment or undertake a review of an honorary, adjunct or visiting appointment at any time. In each instance the appointment process will apply.

4.10. For all Honorary, Adjunct and Visiting appointments there will be a written letter of appointment setting out details of activities to be undertaken, Institute facilities to be made available and the length of the appointment.

4.11 The table below sets out the Honorary, Adjunct and Visiting titles.

Honorary Academic Titles	Honorary Professor	Distinguished representatives of business or the community or members of the academic staff from another university (or research and government organisation) and connection to another university.
Adjunct Academic Titles	Adjunct Lecturer Adjunct Senior Lecturer Adjunct Associate Professor Adjunct Professor	Generally expert in appropriate field from professional practice/industry. Not necessarily academic background.
Visiting Academic Titles	Visiting Lecturer Visiting Senior Lecturer Visiting Associate Professor Visiting Professor	Academic staff from another university (or research and government organisation) and connection to another university.

## 5. Honorary, Adjunct and Visiting Expenses

Honorary, Adjunct or Visiting appointees may be offered various forms of financial assistance at the total discretion of the Principal, who will inform the nominee in writing.

## 6. Overseas appointees

### Immigration Procedures

Academic visitors from outside Australia will need to apply for an appropriate visa. This will depend on the duration and other aspects of the visit and must comply with the requirements of the Department of Immigration and Border Protection at the time of application.

## 7. Insurance for Overseas Visitors

Academic visitors should be covered by the Institute's personal accident and public liability insurance policies. Overseas visitors will be required to carry appropriate health and other insurance or the Institute will negotiate with the nominee to cover other insurance (including health insurance), which will be specified in writing.

## 8. Related Documents

- i. Employee Handbook
- ii. Academic Appointments Policy
- iii. Code of Conduct
- iv. Work Health and Safety Act 2011
- v. Honorary, Adjunct or Visiting Appointments Form

## 9. Version Control

Historical Version	Approved by	Approval Date
2016.08	Academic Board	16 August 2016