

Appointment of Adjunct and Honorary Titles Guideline

Section 1 - General Principles

Honorary Appointments

(1) The appointment of an adjunct and honorary title recognises persons of outstanding accomplishment. Recognition will be given:

- a. to persons who have made or will make an outstanding contribution to society and / or the Church and / or the University in ways that are aligned to the [ACU Mission, Identity and Values](#) of ACU;
- b. to persons whose objectives align with the [ACU Strategic Plan](#); and
- c. to persons whose scholarship or professional practice in one or more disciplines or professions is of collaborative interest to ACU.

Confidentiality

(2) The nomination process of adjunct and honorary appointments is confidential.

Conferral of Honorary Appointment

(3) Nominations for the appointment of adjunct and honorary titles are made by the Deputy Vice-Chancellor (Education), Research Institute Directors and Executive Deans. The nomination documentation (see Section 20 – Appendices) must be completed and signed by the Nominator and the Seconder and submitted to the Office of the Provost and Deputy Vice-Chancellor (Academic). The nomination documentation must demonstrate that the appointment meets the relevant criteria for the category of adjunct and honorary title.

(4) The Provost and the Deputy Vice-Chancellor (Research and Enterprise) consider all nominations and have the authority to:

- a. approve and renew nominations for categories of Honorary Fellow, Clinical Associate Professor, Adjunct Associate Professor, Clinical Fellow, Research Fellow of the PM Glynn Institute, Senior Fellow of the PM Glynn Institute, Distinguished Fellow of the PM Glynn Institute and Visiting Fellow of the PM Glynn Institute; and
- b. recommend to the Vice-Chancellor and President to appoint or renew nominations for categories of Adjunct Professor and Honorary Professor.

Note: Nominations for awarding of the title of Emeritus Professor are considered by the Honorary Awards Committee, a committee of Senate.

Section 2 - Categories of Honorary Titles

Adjunct Professor

(5) This title is awarded to eminent persons based on their outstanding service to ACU, to a discipline or field, or to society and / or the Church in ways that are aligned to the [ACU Mission, Identity and Values](#) of the University.

Honorary Professor

(6) This title may be conferred upon a person who demonstrates outstanding service to a discipline or field of scholarship of collaborative interest to ACU. An honorary professor will have the ability and willingness to contribute to the University's strategic goals in pursuit of academic, research and / or teaching excellence. Appointees will be affiliated with a Faculty of ACU.

Adjunct Associate Professor

(7) A person who has not reached the academic standing of professor but is nevertheless higher in academic standing than an Honorary Fellow. The academic achievements of the Adjunct Associate Professor are those commensurate with appointments at Associate Professor as described in ACU's Research Appointments Policies.

Honorary Fellow

(8) This title may be conferred upon a person involved, in an honorary capacity, in the ongoing academic work of the University irrespective of whether a person is a former employee of the University.

Clinical Associate Professor

(9) This title may be conferred upon a person holding a senior position within an affiliated organisation.

(10) It is expected that the recipient would have already provided significant input into collaborative activities with the University and would have continued association through further activities.

Clinical Fellow

(11) This title may be conferred upon a senior Clinician, Clinical Consultant or Nursing Unit Manager who is highly respected in their clinical specialty area.

(12) It is expected that the recipient would contribute to the University in a similar way to that of the Clinical Associate Professor but in a less senior capacity.

Research Fellow of the PM Glynn Institute

(13) A person with early-career experience or developing expertise in areas relevant to the PM Glynn Institute's priorities who evidences significant potential for public policy work and thought leadership.

Senior Fellow of the PM Glynn Institute

(14) A person with a strong record of experience or high-level expertise in areas relevant to the PM Glynn Institute's priorities who evidences a well-established reputation for excellence in public policy work and thought leadership.

Distinguished Fellow of the PM Glynn Institute

(15) A person with an outstanding record of experience or eminent expertise in areas relevant to the PM Glynn Institute's priorities who evidences strong peer or public recognition for highly distinguished public policy work and thought leadership.

Visiting Fellow of the PM Glynn Institute

(16) A person who would otherwise qualify as a Research, Senior or Distinguished Fellow, who takes part in the PM Glynn Institute's work or projects on a shorter-term basis as part of an exchange or collaboration with the Institute's partners or with similar institutes in Australia or overseas.

Section 3 - Criteria for Honorary Appointments

(17) In granting these appointments the Provost and Deputy Vice-Chancellor (Research and Enterprise) will consider the ability and willingness of the proposed nominee to contribute, through their spheres of influence, to the mission and strategic goals of ACU and to promote and advance ACU's interests and values.

(18) The following criteria are of significance when nominating a title holder:

- a. recognition of outstanding service to ACU, to the discipline or field of scholarship, or to society and / or the Church and or the University in ways that are aligned to the [ACU Mission, Identity and Values](#);
- b. selection is made based on conspicuous continued involvement with ACU;
- c. provision of specific details of the ways in which the nominee will contribute to the work of ACU, serve the mission of ACU, contribute to the strategic research priorities, and / or enhance ACU's research profile, such as through scholarship of learning and teaching;
- d. research aligned to ACU's strategic priorities;
- e. Community Engagement;
- f. raising the profile of ACU;
- g. promotion of ACU in professional circles;
- h. support of the interests and welfare of ACU or as part of ACU's activities;
- i. promotion of the academic purposes of ACU or of facilitating those purposes in any activity of ACU;
- j. fostering links between ACU and other institutions;
- k. improving educational opportunities and pathways to ACU among persons with limited opportunities;
- l. representation of ACU's need for resources for its growth and diversification;
- m. facilitating the exchange and sharing of knowledge, experience, and expertise in pursuit of the [ACU Mission, Identity and Values](#); and
- n. affiliation either to ACU or to a Faculty / Institute / Research Centre / Portfolio of ACU.

(19) The Nomination Form must address some of the above criteria as it relates to the nominee.

Section 4 - Use of Adjunct and Honorary Titles

(20) ACU honorary titles may be used by the title holder in all correspondence. The ACU honorary title will be used in full, not abbreviated, for example, Adjunct Professor of Australian Catholic University.

Section 5 - Duration of Appointments

(21) Adjunct and honorary appointments are made for up to 3 years with a renewal period of up to 3 years in perpetuity. The Faculty / Institute / Research Centre / Portfolio may request a shorter period for a specific reason. Examples include short-term research projects. In events such as these, the shorter time must be stated on the nomination form.

Section 6 - Renewal of Appointments

(22) An adjunct or honorary appointment may be renewed at the discretion of the Provost and the Deputy Vice-Chancellor (Research and Enterprise). The Proposer must give a letter of reference to the Office of the Provost and Deputy Vice-Chancellor (Academic) together with the nomination cover sheet qualifying the reasons why an appointment should continue. Renewals of honorary appointments are confidential in nature and should not be discussed with the nominee.

Section 7 - Employment at ACU and Honorary Title Holders

(23) Title holders are not precluded from receiving remuneration for undertaking specific assignments if approvals are granted in accordance with the [Delegations of Authority Policy and Register](#) and a contract specifying remuneration for the assignment(s) is issued. "Specific assignment" can be broadly interpreted, for example an honorary title holder can undertake activities around curriculum development or a short contract around teaching such as a sessional contract. If a title holder becomes a continuing staff member their honorary title will not be renewed. Title holders for the PM Glynn Institute can include members of ACU staff.

Section 8 - Number of Titles Held by an Honorary

(24) A person can be awarded two ACU Honorary Titles, provided one of the titles is from one category of the PM Glynn Institute.

Section 9 - Benefits & Expectations of Honorary Title Holders

(25) Refer to Appendix G - [Benefits and Expectations \(Sample Only\)](#).

Section 10 - Notification of Appointment

(26) The Vice-Chancellor and President formally congratulates and advises the newly appointed title holder of the appointment by way of signed letter coordinated by the Office of the Provost and Deputy Vice-Chancellor (Academic) that includes:

- a. the title of appointment, or
- b. notification of the renewal of an existing honorary appointment;
- c. the duration of the appointment [including a reference to the start and end date];
- d. an acceptance clause relating to the terms and conditions of the appointment which must be signed by the Honorary and returned to the Faculty Staff member responsible for the administration of Adjunct and Honorary Titles holders, (Name.Surname@acu.edu.au).
- e. the name of the staff member responsible for maintaining ACU's relationship with the title holder;
- f. a list of expectations of and benefits to title holders.

(27) A copy of this letter is sent to:

- a. the Executive Dean of the Faculty and / or Director of Research Institute or Research Centre and / or Deputy Vice-Chancellor (Education) responsible for the appointment;
- b. the ACU staff member responsible for the relationship; and
- c. Liaison Officer in the relevant Faculty / Institute / Research Centre / Portfolio.

(28) The key contact for the appointment, is to follow the processes outlined in the AAHT Administrative Procedural Guidelines. A copy of this document can be requested by emailing AdjunctandHonoraryTitlesCommittee@acu.edu.au. The Office of the Provost and Deputy Vice-Chancellor (Academic) is responsible for updating the ACU website.

Section 11 - Conclusion of the Term of Adjunct and Honorary Title (non-renewal)

(29) If the term of an adjunct or honorary appointment expires, the Executive Dean of the relevant Faculty, Director of the relevant Research Institute or Research Centre or the Deputy Vice-Chancellor (Education), together with the staff member responsible for that appointment, will write a letter of thanks which includes a statement regarding the significance of the title holder's contribution to the strategic goals of the University.

(30) Benefits associated with the appointment will terminate concurrently on the date of expiry of the appointment.

(31) A copy of this letter is sent to the Office of the Provost and Deputy Vice-Chancellor (Academic) via AdjunctandHonoraryTitlesCommittee@acu.edu.au.

(32) This letter is saved in the relevant storage facility / program of the University as determined by the Office of the Provost and Deputy Vice-Chancellor (Academic).

Section 12 - Termination of an Adjunct or Honorary Title

(33) An honorary appointment may be terminated in writing by the honorary appointee or by the University.

(34) In the case of termination by the University, such action would normally be taken if the continuation of the honorary appointment is considered to not be in the best interests of the University.

(35) The decision to terminate will be made by the Office of the Provost and Deputy Vice-Chancellor (Academic) and communicated to the ACU contact. Following termination, the Office of the Provost and Deputy Vice-Chancellor (Academic) will arrange for the removal of the title holder from the ACU website via [Service Central](#) and will be noted in the AAHT database.

(36) Benefits associated with the appointment will terminate on the date of termination with the Office of the Provost and Deputy Vice-Chancellor (Academic) advising People and Capability via [Service Central](#).

Section 13 - ACU Website

(37) A list of current honorary title holders is published on the ACU [Honorary Titles](#) Website.

Section 14 - ACU Email Address of Adjunct & Honorary Title Holder

(38) If required, ACU will set up the adjunct or honorary title holder's ACU login. This will enable an ACU email account to be created. The format of the ACU email address will be Firstname.Surname@acu.edu.au Login details will be provided at the time that ACU have received a signed acceptance of the appointment.

(39) ACU has introduced Multi-Factor Authentications (MFA) to further ensure its information, assets and reputation are protected. Title Holders are required to follow the MFA process when setting up their email account. Once completed, the Self Service Reset Password Management tool will allow the email account holder to reset the password. Login details will be provided at the time that ACU have received a signed acceptance of the appointment.

Section 15 - Library Access

(40) Library access is available once the appointment has been processed via the ACU Aurion People and Capability System.

Section 16 - Personal Stationery

(41) Business cards with the ACU logo will be provided by the relevant Faculty / Institute / Research Centre / Portfolio to those who specifically request them.

Section 17 - Revisions made to this Guideline

(42) Unless otherwise indicated, this Guidelines will still apply beyond the review date.

Section 18 - Further Assistance

(43) Any staff member who requires assistance in understanding this Guideline should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required, staff should visit [Service Central](#).

Section 19 - Associated Information

(44) For related legislation, policies, procedures and guidelines and any supporting resources, please refer to the Associated Information tab.

Section 20 - Appendices

(45) Appendix A - [Confidential Nomination & Renomination Form](#)

(46) Appendix B - [Process Chart Nomination](#)

(47) Appendix C - [Process Chart Re-Nomination \(Renewal\)](#)

(48) Appendix D - [Sanctioned Nominators and Seconders](#)

(49) Appendix E - [Letter of Appointment \(Sample Only\)](#)

(50) Appendix F - [Letter of Renewal \(Sample Only\)](#)

(51) Appendix G - [Benefits and Expectations \(Sample Only\)](#)

(52) Appendix H - [Request Annual Report Template](#)

Status and Details

Status	Historic
Effective Date	15th March 2024
Review Date	30th April 2024
Approval Authority	Provost and Deputy Vice-Chancellor Academic
Approval Date	15th March 2024
Expiry Date	18th February 2025
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability