

Adjunct and Visiting Appointments - Operational Policy

1. Purpose of policy

1.1 Adjunct and Visiting appointments enable the University to confer titles of recognition to acknowledge the collaborative contributions made to teaching, research, engagement and professional leadership by individuals who are not employed by the University. Such contributions enrich the student experience while advancing the University's Learning and Teaching, and Research goals. This policy sets out the conditions of appointment and mutual obligations of Adjunct and Visiting appointees at the University of the Sunshine Coast.

2. Policy scope and application

2.1 This policy outlines the types of appointment that may be granted to an individual in recognition of their association with, or contribution to, the University, and the purpose, criteria and general conditions related to Adjunct and Visiting Academic and Professional appointments. Current staff will not be considered for appointment under the terms of this policy.

3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

Adjunct Appointee is an individual who has significant links with representatives of industry, the professions and the wider community, other research establishments, or other Universities, or can be a retired staff member of this or another university, whose expertise and contribution will benefit the teaching and/or research, or other relevant activities of the University.

Visiting Appointee is a scholar who makes a substantial commitment to the teaching and/or research of this University. The appointee is normally an academic staff member of another university or research institution.

4. Policy Statement

4.1 The University supports appointments as Adjunct or Visiting appointees in a teaching and/or research capacity or other approved roles. Appointment to an Adjunct or Visiting role will depend on the strategic value to the University, the contributions currently being made or likely to be made by the nominee to teaching and/or research and the nominee's qualifications or experience that enable the appointee to make contributions to the work of the University.

4.2 The titles are normally used in the following ways:

- Adjunct or Visiting Professor in discipline
- Adjunct or Visiting Associate Professor in discipline
- Adjunct or Visiting Senior Lecturer in discipline
- Adjunct or Visiting Lecturer in discipline
- Adjunct or Visiting Associate Lecturer
- Visiting Scholar (for students)
- Adjunct or Visiting Fellow in discipline
- Industry Fellow
- Professional staff appointments will reflect an appropriate title relevant to the individual.

Note 1: 'Fellow' may be the title of choice when the primary role will be to perform or support specific research or teaching activities.

Note 2: 'Industry Fellow' may be used for Adjunct appointees without a traditional academic background and for whom a mainstream academic title is not appropriate.

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

DESIGNATED OFFICER

Director, People and Culture

FIRST APPROVED

11 December 2007

LAST AMENDED

25 August 2020

REVIEW DATE

8 December 2022

STATUS

Active

5. Principles

5.1 Adjunct and Visiting appointees perform work and provide services on a voluntary basis, without remuneration. They are bound by the University's Staff Code of Conduct – Governing Policy but are not covered by the University's Enterprise Agreement. Appointees are accountable to the Head of School or Director for the work area to which they are appointed and are subject to their directions. Any failure in respect of following these directions can result in the immediate termination of the appointment. Access to and use of University facilities and resources will be as determined by the relevant School/work area, including access to a University email account and library user access.

5.2 Adjuncts should not be engaged in work for which we would normally use paid employees. Adjuncts can play a valuable role in activities such as mentoring and providing guidance to other academics, liaising with community or other external stakeholder bodies on behalf of the university, advocating on behalf of the university, being an associate supervisor for Higher Degree by Research candidates, guest lecturing, playing an ambassadorial role, and serving on committees.

5.3 For all purposes of courtesy and on ceremonial occasions, Adjunct and Visiting appointees will be regarded as academic or professional staff members of the relevant School/work area and the University, however, they are not eligible to vote for, or be elected as, staff representative members of the Academic Board or Council.

5.4 Appointees may be eligible, subject to normal approval processes, to serve as an associate supervisor of higher degree by research students. Appointees involved in research associated with the University are required to conduct research in accordance with the Responsible Research Conduct – Governing Policy and all other relevant University policies, procedures and guidelines.

5.5 Appointees are covered by the University's Intellectual Property – Governing Policy and will, on request by the University, assign or license their intellectual property to the University or a third party (as the case may be) where:

- (a) the University proposes to commercially exploit the intellectual property;
- (b) it is a requirement of a third party which is funding or facilitating the research or consultancy in which the non-employee is or will become involved, that the title holder assign or licence the intellectual property to either the University or the third party; or
- (c) the University will contribute, or has contributed, existing intellectual property to a project in which the title holder proposes to participate.

5.6 Appointees must make explicit acknowledgement of the University affiliation/title in the course of all relevant activities and the products of those activities. Publications, grant applications, contracts, and other scholarly work grants arising from the University affiliation/title must include explicit acknowledgement of the University of the Sunshine Coast.

5.7 Appointees are required to maintain the confidentiality of information if this information may be of commercial value to the University and must not, without the prior consent of the University, directly or indirectly disclose such confidential information to any third parties.

5.8 Adjunct Appointment Conditions

5.8.1 Adjuncts cannot be appointed to the University if they have been made redundant from the University within the preceding two years. Any exceptions to this require written approval from the Vice-Chancellor and President.

5.8.2 Adjunct appointees can concurrently hold a position in another government institution, a research agency, the private sector, not for profit sectors, or another University. Adjunct appointees who are not employed by another university will normally attribute their post-appointment academic publications to the University of the Sunshine Coast. Given the privileges afforded to adjunct appointees, explicit acknowledgement of the University of the Sunshine Coast affiliation must be provided in the course of all relevant activities and the products of those activities, including clear acknowledgement on publications.

5.8.3 Adjunct appointees contribute to the academic activities of the University without remuneration in the form of salary, although they may receive remuneration from the University for other duties while holding these positions; for example undertaking academic casual work, such as tutoring or receiving remuneration through funds generated by research or other consulting activities.

5.8.4 Adjunct appointees must be deemed to have reached a level of achievement in their field of expertise equivalent to the level of achievement required for the corresponding substantive level at the University. For example, an Adjunct Senior Lecturer will normally have reached a level of achievement equivalent to that of a Senior Lecturer employed by the University. The appointee must have the capacity to undertake any duties associated with the relevant title.

5.8.5 Appointment will normally be for a defined period not exceeding three years.

5.9 Visiting Appointment Conditions

5.9.1 The visiting appointment recognises a scholar who makes a substantial commitment to the teaching and/or research in this University. The appointee is normally currently an academic staff member of another university or research institution.

5.9.2 Appointments are made for the period of the visit to the University, which should normally be not less than 4 weeks and would normally not exceed one year.

6. Authorities/Responsibilities

6.1 The following authorities/responsibilities are delegated under this policy:

ACTIVITY	UNIVERSITY OFFICER/COMMITTEE
Recommend Adjunct and Visiting Appointments	Relevant Executive Member
Approve Adjunct and Visiting Appointments	Deputy Vice-Chancellor (Academic)
Grant exception to the requirement that adjuncts cannot be appointed to the University if they have been made redundant from the University within the preceding two years.	Vice-Chancellor and President

END

RELATED DOCUMENTS

- Academic Position Classification - Guidelines
- Academic Titles - Guidelines
- Adjunct and Visiting Appointments - Procedures
- Honorary Awards - Governing Policy
- Intellectual Property - Governing Policy
- Intellectual Property: Commercialisation - Procedures
- Intellectual Property: Commercialisation Revenue - Procedures
- Intellectual Property: Student IP - Procedures
- Intellectual Property: Transfer of Rights to Creators - Procedures
- Job Evaluation of Professional Positions - Guidelines
- Professional Position Descriptors - Guidelines
- Resolution of Complaints (Staff) - Guidelines
- Staff Code of Conduct - Governing Policy

LINKED DOCUMENTS

- Adjunct and Visiting Appointments - Procedures

SUPERSEDED DOCUMENTS

- Adjunct Appointees and Visiting Fellows - Governing Policy