



Human Resources Division

APPOINTMENT OF VISITING AND HONORARY ACADEMICS POLICY

Date approved	4 March 2008	Date Policy will take effect	4 March 2008	Date of Next Review	September 2010
Approved by	Administrative Committee				
Custodian title & e-mail address	Manager, Recruitment personnel_staff@uow.edu.au				
Author	Director, Human Resources				
Responsible Faculty/ Division & Unit	Recruitment Unit, Human Resources Division				
Supporting documents, procedures & forms of this policy	Invitations for Visiting and Honorary Fellows (Procedure) Request to Invite a Visiting or Honorary Fellow (Form) Visiting Fellows – Frequently Asked Questions Confidentiality Agreement (see clause 7.10) Fellow, Volunteer or Visiting Student Deed of Assignment of Intellectual Property Policy				
References & Legislation	Australian Government Immigration and Visa Requirements Delegations of Authority Policy Fellow Volunteer and Visiting Student Assignment of Intellectual Property Policy Fellow Volunteer and Visiting Student Assignment of Intellectual Property Guidelines Use of the University Name in Public Statements Policy				
Audience	Public – accessible to anyone				
Expiry Date of Policy	Not Applicable				

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Purpose of Policy

The University appoints Visiting and Honorary Academics to promote collaboration with individuals, other institutions and organisations in research, scholarship, and teaching & learning and to facilitate the exchange and sharing of knowledge, experience and expertise in pursuit of its mission. This policy sets out the process for the appointment, as well as the conditions of appointment and mutual obligations of Visiting and Honorary academics at the University of Wollongong.

Definitions

Word/Term	Definition (with examples if required)
Visiting Academic	<p>A Visiting Academic is a person appointed to one of the following visiting academic titles pursuant to this policy (see clause 6.1).</p> <p>Visiting Associate Fellow Visiting Fellow Visiting Senior Fellow Visiting Principal Fellow Visiting Professorial Fellow</p> <p>Visiting Associate Lecturer Visiting Lecturer Visiting Senior Lecturer Visiting Associate Professor Visiting Professor</p>
Honorary Academic	<p>An Honorary Academic is a person appointed to one of the following honorary academic titles pursuant to this policy (see clause 6.2).</p> <p>Honorary Associate Fellow Honorary Fellow Honorary Senior Fellow Honorary Principal Fellow Honorary Professorial Fellow</p> <p>Honorary Associate Lecturer Honorary Lecturer Honorary Senior Lecturer Honorary Associate Professor Honorary Professor</p>
Honorary Clinical Academic	<p>An Honorary Clinical Academic is a person appointed to one of the following honorary academic titles in the Graduate School of Medicine or Faculty of H&BS pursuant to this policy (see clause 6.3)</p> <p>Honorary Clinical Lecturer Honorary Clinical Senior Lecturer etc Honorary Clinical Tutor Honorary Clinical Associate Professor Honorary Clinical Professor</p>



University	All references to 'University' mean the University of Wollongong unless otherwise specified.
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Application & Scope

1. This policy applies to any person appointed as a visiting or honorary academic as defined above. The policy does not apply to Fellows of the University or Emeritus Professors appointed by University Council on the recommendation of the Ceremonial and Honorary Awards Committee.

Policy Principles

1. Visiting and honorary academics are not employees of the University and as such they are unpaid.

All visiting and honorary academic appointments are at the discretion of the University and may be terminated at any time by written notice from the University.

Visiting and honorary academics must observe the rules, codes of conduct and policies of the University as set out in clause 7 of this policy as well as any special conditions specified at the time of appointment.

Appointment of Visiting Honorary Academics

1. All appointments of visiting and honorary academics must be approved in accordance with the Delegations of Authorities Policy (see delegations 15.01 and 15.02) on the basis of the criteria set out in this policy. Appointments up to the level of Visiting or Honorary Principal Fellow or Visiting or Honorary Associate Professor may be approved by the Dean of the relevant Faculty, a Deputy Vice Chancellor or the Vice Chancellor. Appointments as Visiting or Honorary Professorial Fellow must be approved by the Vice Chancellor or the Deputy Vice Chancellor (Research). Appointments as Visiting or Honorary Professor must be approved by the Vice Chancellor.

All appointments as visiting and honorary academics will normally have a maximum term of up to 3 years. Any exceptions require approval of a Deputy Vice-Chancellor or the Vice-Chancellor. Visiting and honorary academics may be appointed to subsequent terms subject to the approval process set out in clause 5.1 above.

All requests for the appointment of visiting and honorary academics must be submitted with the appropriate approvals to the Recruitment Unit in Human Resources Division on the designated form.

Letters of invitation offering appointments as visiting and honorary academics can only be issued by an authorised officer in Human Resources Division.

The conditions of appointment, rights and obligations of visiting and honorary academics are set out in this Policy. These conditions can only be varied by written advice from Human Resources Division.

Confirmation of an appointment is conditional upon the person returning a signed copy of the letter of invitation which includes signed undertakings in respect of assignment of intellectual property, confidentiality of information and observance of University policy, codes of practice, rules and regulations as set out in clause 7 of this Policy.

Students are normally excluded from holding visiting or honorary appointments with the University.

In special circumstances a visiting or honorary academic may be employed by the University for short periods of casual part-time teaching or on a fractional fixed-term contract of less than 50% and 1 year duration from time to time in conjunction with an honorary appointment. Any such engagement is however entirely separate to this appointment and subject to the normal approvals and eligibility requirements under the relevant University policies.

Criteria for Appointment

1. A visiting academic appointment is normally offered to person who is a paid academic staff member from another higher education institution or an employee of a research or professional services organisation from within Australia or overseas who has been invited to spend a period of time at the University of Wollongong to share and exchange knowledge and collaborate in the areas of teaching and learning, research, research related commercialisation and other scholarly



related activities. Normally, such persons will be on paid professional development or some other form of paid leave from their employing institutions/organisations and the duration of their visiting appointment will normally be commensurate with the period of such leave.

2. An honorary academic appointment is offered to a person with a distinguished career whose academic and/or professional qualifications, experience and expertise will complement the teaching and learning, research, research related commercialisation and entrepreneurship and other scholarly related activities of the University through contributions, mutually beneficial association and collaboration.
3. In addition to the requirements of clause 6.2 above, an Honorary Clinical Academic will also be a medical or paramedical professional currently practising in a clinical setting.
4. Visiting and honorary academics must have appropriate tertiary qualifications (usually a higher degree) and/or significant experience and expertise in a profession, industry government or the arts.
5. Visiting and honorary academics will also normally have experience as a teacher and/or researcher and/or a track record of considerable achievement in a profession, industry, government or the arts.
6. The level of appointment of visiting and honorary academics is dependent on the qualifications, scholarly record and experience and expertise of the person and will generally be consistent with the University's position classification standards for academic levels. A person who has previously held a paid academic appointment or who holds an academic position at another institution would not normally be appointed to a level above their previous or substantive level of academic appointment. Schedule A sets out guidelines for the level of appointment for honorary clinical appointments in the Graduate School of Medicine.
7. Australian visa requirements for visiting and honorary academics must be met, specifically in regard to length of stay. A visiting academic visa (419) or other qualifying visas is required to enter Australia. Visa applications are the responsibility of the visiting academic. Visiting and honorary academics who hold this visa are not covered for medical and hospital expenses by Medicare, the Government's medical scheme. The University will not take responsibility for expenses in this regard. It is the visiting or honorary academic's responsibility to make arrangements for their own medical and hospital coverage.

Benefits, Rights and Obligations of Visiting and Honorary Academics

1. Visiting and honorary academic appointments are in an unpaid capacity. However, visiting or honorary academics may be given some assistance towards travel to the region, accommodation and living expenses depending on the availability of funds in the relevant faculty in circumstances where they are not receiving funding of this type from their employing institution or organisation. Any such assistance is however discretionary and must be approved by the Dean of Faculty or a Deputy Vice-Chancellor. It is important that financial assistance does not exceed reasonable limits as it may be construed as payment for services. A maximum amount is therefore determined periodically by the University and is specified on the "Request to Invite a Visiting or Honorary Academic" form.

Visiting and honorary academics may be given some assistance towards travel and related costs to attend conferences or approved University activities such as research depending on the availability of funds. Any such assistance is however discretionary and must be approved by the Dean of Faculty or a Deputy Vice-Chancellor.

Visiting and honorary academics will normally be provided with access to a workstation by the host faculty. Access to research facilities such as laboratories needs to be negotiated on a case by case basis with the host academic unit.

Visiting and honorary academics will be provided with a University email and internet account and library user access.

Visiting and Honorary academics are only entitled to use the full title, inclusive of the term visiting or honorary as specified in their letter of appointment for the term of their appointment.



Honorary academics are eligible to apply for internal research grants at the University and for external research grants in collaboration with academic staff members at the University.

In special circumstances honorary academics may be allowed to hold a research/consulting account with the approval of the Senior Deputy Vice-Chancellor or Deputy Vice-Chancellor (Research).

Visiting and honorary academics will be accountable to the Dean of Faculty to which they are appointed through the respective Head of School or Department. They are also subject to the directions of the Dean and Head of School or Department. Any failure in respect of following the direction of the Dean or Head may result in the immediate termination of the appointment.

Visiting or honorary academics may be required to sign a Deed of Assignment in relation to the ownership and assignment of intellectual property developed while a visiting or honorary academic at the University. Details in relation to this requirement can be found under the UOW Visiting and Honorary Academic Volunteer and Visiting Student Assignment of Intellectual Property Policy (located on the University Policy Directory) and comply with UOW's policies relating to developing and managing partnerships with UOW partners.

All visiting and honorary academics will be required to sign a Confidentiality Agreement in respect of confidential material and information which they may become aware of in the course of their appointment as a visiting or honorary academic at the University of Wollongong.

All visiting and honorary academics are also required to observe and comply with University policies, codes of practice rules and regulations relevant to their appointment. These include policies, codes of practice, rules and regulations in respect of research, teaching and learning, occupational health and safety, use of University systems, equipment and facilities, equity and diversity, conflict of interest and conduct and Use of the University Name in Public Statements Policy.

All appointments are subject to the appointee signing a deed of assignment and confidentiality agreement.

Roles & Responsibilities

1. The Recruitment Unit in Human Resources Division is responsible for maintaining this policy and administering procedures for the appointment of visiting and honorary academics.

Deans of Faculty are responsible for approving requests for appointment of visiting and honorary academics up to the level of visiting or honorary principal fellow or visiting or honorary Associate Professor.

Appointment of visiting or honorary Professorial Fellow or Professor are approved by the Vice-Chancellor.

Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	4 March 2008	Administrative Committee	First Version
2	6 May 2009	Vice-Principal (Administration)	Migrated to UOW Policy Template as per Policy Refresh
3	9 March 2010	Vice-Principal (Administration)	Future review date identified in accordance with Standard on UOW Policy
4	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division
5	1 March 2011	Senior Manager, Policy and Governance	Reference to Deputy Vice-Chancellor (Operations) corrected to Senior Deputy Vice-Chancellor.