

## HONORARY ADJUNCT APPOINTMENTS AND UNIVERSITY FELLOW AWARDS POLICY

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<b>Policy name</b>	Honorary Adjunct Appointments and University Fellow Awards Policy (Issue Two)
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<b>Contact person</b>	Director of Human Resources
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<b>Related policies</b>	Code of Conduct ( <a href="#">HRP 3.05</a> ) Staff Consultancy Policy ( <a href="#">TLR 7.01</a> ) Insurance Policy ( <a href="#">COR 5.04</a> ) (Professional Indemnity, Public Liability etc.) Intellectual Property Policy ( <a href="#">TLR 6.02</a> )
<b>Related documents</b>	<a href="#">Strategic Plan</a>

### 1. BACKGROUND

This Policy operates at the University level and replaces all previous policies.

### 2. OVERVIEW

Bond University partners with industry, business, government, the professions, and the community. The appointment of Honorary Adjuncts and University Fellows promotes the work and standing of the University by facilitating these partnerships. [Honorary Adjunct appointments](#) can be made under an established academic title.

Honorary Adjuncts are primarily associated with a Faculty, a School, or a Centre. Honorary Adjuncts may also be appointed at the University level by the Vice-Chancellor. This Policy does not cover the employment of staff on a [Semester Employment Contract](#).

The [University Fellow](#) title is awarded at the University level to individuals from external organisations who are networked and engaged with the University other than in the role of Honorary Adjunct, benefactor, or donor.

### 3. APPOINTMENT OF HONORARY ADJUNCTS AND AWARD OF THE TITLE OF UNIVERSITY FELLOW

#### 3.1 Honorary Adjunct

Appointment as an Honorary Adjunct will be on the basis of the appointee's recognition among peers in academia, business, professional or cultural communities, or the public sector. These appointments will be made selectively to ensure the continuing high status of these positions and that of the University.

The University will be pro-active in making such appointments to achieve its strategic objectives of increased co-operation in its teaching and research with external agencies, industry, and the business community.

Honorary Adjunct appointments can be made at the levels of Honorary Adjunct Teaching Fellow, Honorary Adjunct Research Fellow, Honorary Adjunct Senior Teaching Fellow, Honorary Adjunct Senior Research Fellow, Honorary Adjunct Assistant Professor, Honorary Adjunct Associate Professor, and Honorary Adjunct Professor.

Individuals appointed to the title of Honorary Adjunct Professor will be persons of distinction and achievement and normally will hold simultaneously (or be a retiree from) an appropriate position in academia, industry, business, the professions, government, or the community.

There is no limit to the number of honorary appointments that can be made within each Faculty. It is however expected that these titles will be awarded with care and diligence.

An Honorary Adjunct appointment will be for a period of up to three (3) years. A further appointment of up to three (3) years beyond this period may be considered, subject to the required approvals.

### **3.2 University Fellow**

The title of University Fellow is awarded to those individuals who are actively connected with the University and whose activity delivers benefit to the University in relation to our external engagement.

The title will not be awarded to recognise active involvement in the teaching program as there are existing mechanisms to recognise these individuals as staff or adjunct appointments. Nor will it be awarded to recognised benefactors and donors as there are other means of recognition for philanthropy.

Rather, the title is designed to recognise those individuals who make outstanding contributions to the academic programs and/or the student experience. Examples include (but are not limited to):

- Senior school contacts (such as school principals);
- Sports coaches;
- Industry advisory board members;
- Indigenous community leaders;
- Regular guest speakers;
- CEOs of partner organisations.

The award of the title University Fellow is for a fixed term which would normally be for three (3) years with a review at the end of each term with no limit on further terms.

### **3.3 Criteria**

#### **3.3.1 Appointment of Honorary Adjuncts**

In determining the suitability of individuals for appointment, the following criteria will be considered:

- (a) Significant advantages accruing to the University;
- (b) Recognition amongst peers;
- (c) Recognition of distinction and achievement in: academia, industry, the profession, business, or the community.

Honorary Adjunct titles should be determined and based on the current academic position descriptors.

Honorary Adjunct appointments are not remunerated and therefore are not eligible for employment entitlements such as superannuation or leave etc.

#### **3.3.2 Award of the Title of University Fellow**

The title of University Fellow will be awarded to those individuals who are actively connected with the University and whose activity delivers benefit to the University in relation to our external engagement. Individuals awarded the title of University Fellow will be making outstanding contributions to the academic programs and/or the student experience.

### **3.4. Process for Request**

#### **3.4.1. Honorary Adjunct Appointment**

Requests for the appointment of an Honorary Adjunct must be sent to the Executive Dean or the Vice-Chancellor (depending on level of appointment) for consideration and approval as set out in Section 4 of this Policy. The request for appointment must be accompanied by the following supporting documents:

1. A short, written statement of the benefits of the appointment;
2. The curriculum vitae of the proposed appointee (see section 3.3.1); and
3. A completed Honorary Adjunct Appointments Proforma for the Executive Dean's or Vice-Chancellor's signature.

#### **3.4.2. University Fellow Title**

A written recommendation from the Vice President Operations, a Deputy Vice-Chancellor, or Executive Dean detailing the benefits the award recipient is contributing to the University must be sent to the Vice-Chancellor for consideration and approval.

There should be no actual or potential conflict of interest with an appointee. In the event that there are any real or perceived conflicts of interest, they should be explicitly addressed in the written statement for the Vice-Chancellor's or Executive Dean's consideration.

### **3.5. Approval**

#### **3.5.1. Honorary Adjunct Appointment**

The Vice-Chancellor has determined the following delegation for all Honorary Adjunct appointments:

Approved Honorary Adjunct Titles	Recommended by	Approving delegate
Honorary Adjunct Teaching Fellow	Line Manager	Executive Dean
Honorary Adjunct Research Fellow	Line Manager	Executive Dean
Honorary Adjunct Senior Teaching Fellow	Line Manager	Executive Dean
Honorary Adjunct Senior Research Fellow	Line Manager	Executive Dean
Honorary Adjunct Assistant Professor	Line Manager	Executive Dean
Honorary Adjunct Associate Professor	Executive Dean	Vice-Chancellor
Honorary Adjunct Professor	Executive Dean	Vice-Chancellor

Variation to the approved titles will need to be discussed with the Vice-Chancellor on a case by case basis.

### 3.5.2. University Fellow Award

The approval of the award of the title is by the Vice-Chancellor.

## 3.6 Agreement Preparation

When an Honorary Adjunct appointment or the award of title of University Fellow has been approved, all supporting documents must be sent to Human Resources where the Honorary Adjunct or University Fellow [Agreement](#) will be prepared. The Agreement sets out the terms and conditions of the appointment and will be sent to the proposed appointee for signature prior to commencement. A signed copy of the Agreement will be retained by Human Resources and the appointment details recorded in the University's Human Resources payroll system.

## 3.7. Benefits

### 3.7.1. Honorary Adjunct

Appointees may receive one or more of the following benefits:

- The right to use the title Honorary Adjunct for a fixed period;
- An Honorary Adjunct appointment identification card (similar to a staff card);
- Library access;
- An IT account giving access privileges depending on operational needs;
- An email account;
- A Bond University business card (as required);
- Building access rights (in cases of demonstrated operational need);
- Car parking access.

### 3.7.2 University Fellow

University Fellows will be granted:

- The right to use the title University Fellow for a fixed period;
- A University Fellow identification card (similar to a staff card);
- Library access;
- Car parking access.

The appointee is authorised to use the title in their curriculum vitae, business cards, academic publications, private correspondence, conference papers and brochures or as specifically authorised by the University from time to time.

At the termination of the appointment the Honorary Adjunct or University Fellow must cease using the title but may refer to themselves as a former Honorary Adjunct or University Fellow.

## 3.8 Appointment Types and Conditions Outside the Scope of this Policy

From time to time there may be the need to consider other types of appointments e.g. visiting scholars or special research positions or special conditions for appointees. All such cases will be considered on a case by case basis by the Vice-Chancellor.

## 3.9 Intellectual Property

Appointees must acknowledge that the Intellectual Property Policy of the University will apply to them and agree that they will comply with its terms.

## 3.10 Confidentiality Clause

The appointee must agree to the Bond University confidentiality clause in the Agreement. This clause is acknowledged by the signing of the Honorary Adjunct or University Fellow Agreement.

### 3.11 Agreement Renewals

#### 3.11.1 Honorary Adjunct Appointment

Should the Faculty decide to renew the Honorary Adjunct appointment at the expiry of the appointment, the full process for appointment outlined in this Policy must be applied for reappointment.

#### 3.11.2 University Fellow Award

Should the University decide to renew the University Fellow award at the expiry of the fixed term period, the full process for appointment outlined in this Policy must be applied for reappointment.

### 3.12 Termination or Expiry of the Appointment

#### 3.12.1 Honorary Adjunct Appointment

Either party may terminate the appointment prior to the end of the appointment term by giving the other party a minimum of one (1) months written notice. Bond University can terminate the appointment immediately in the event of misconduct, serious misconduct, or a breach of faith with regard to the work of the Honorary Adjunct.

#### 3.12.2 University Fellow Award

There is no limit on further terms but there must be review at the end of each term of appointment that considers the continued benefits to the University.

## 4. RECORD KEEPING

The Human Resources office will maintain a central record of Honorary Adjunct appointments and University Fellow awards.

Each Faculty must manage the process of recruitment and re-appointment of Honorary Adjunct staff and they will be responsible for obtaining the Executive Dean's or Vice-Chancellor's approval in both instances.

Human Resources will issue all Honorary Adjunct Agreements and the Director of Human Resources will be the signatory for all offer letters. The Vice-Chancellor will issue the University Fellow award and is the signatory for the award offer letters.

## 5. DEFINITIONS

<b>Agreement</b>	The document which outlines the terms and conditions of the Honorary Adjunct appointment and includes a position description for the appointee.
<b>Honorary Adjunct Appointment</b>	An individual who is appointed in an honorary capacity (not remunerated). This type of appointment is in addition to the teaching, research, or consulting staff of the University.
<b>Semester Employment Contract</b>	An individual who is employed (remunerated) to teach for one (1) teaching semester under a contract of employment.
<b>University Fellow</b>	An individual who is awarded the title of University Fellow (not remunerated) for a fixed term in recognition of the outstanding leadership and contribution they are making to the University.

## 6. RELATED PROCEDURES, GUIDELINES, AND FORMS

[Sample Honorary Adjunct Position Description](#)  
[Procedures for Awarding University Fellow Title](#)  
[Vice-Chancellor's Letter to University Fellow](#)  
[University Fellow Certificate](#)

## SAMPLE HONORARY ADJUNCT POSITION DESCRIPTION

**POSITION TITLE:**       Honorary Adjunct <Title>

### OBJECTIVES:

Appointment as an Honorary Adjunct enables the University to recognise individuals who make a contribution to the objectives of the University.

### ROLE AND RESPONSIBILITIES: [Delete not applicable items / add applicable items]

The following list identifies a number of ways that an Honorary Adjunct may contribute:

1. Demonstrate academic excellence in scholarship, research, and learning assistance.
2. Demonstrate academic leadership by acting as an advocate, promoting long-term development; and participate in the development of new research and teaching programs.
3. Evaluate the teaching and research performance of others.
4. Attract and supervise research students.
5. Build relationships with industry, government, and other institutions.
6. Foster and actively develop the research commitment, skills, and performance of other staff and of students.
7. Participate in individual and collaborative research and development activities.
8. Contribute to improved research methodology and the peer review of research.
7. Assist in securing research grants, sponsorships, scholarships, and other support for the activities of the Faculty.
10. Represent the <work area> as required.
11. Mentor students, provide career advice and industry/internship contacts.
12. Provide input on curricula and academic programs in an advisory capacity.

### RELATIONSHIPS:

As an Honorary Adjunct you will report to the <title> but also work in collaboration with other members of the School and Faculty.

### TERM:

The term of appointment will be from <commencement date> to <cease date>, renewable by mutual agreement.

### CONDITIONS:

Although this is an Honorary Adjunct appointment, the appointee may enjoy the following privileges:

1. The appointee may use the Honorary Adjunct title as authorised by the University for the term of their appointment.
2. They will be recognised in publications of the University and Faculty.
3. They will be provided with a Bond University business card.
4. They will receive access to library and IT services, and other resources as agreed.
5. Teaching or other duties beyond those specified within this position description will be the subject of a separate employment agreement

## PROCEDURES FOR AWARDING UNIVERSITY FELLOW TITLE

1. A written recommendation from the Nominator (Vice President Administration, a Pro Vice-Chancellor, or Executive Dean) detailing the duration of the award and the benefits the proposed Fellowship awardee is contributing to the University is sent to the Vice-Chancellor for consideration and approval.
2. Vice-Chancellor considers the recommendation.
3. Where the Vice-Chancellor doesn't approve the recommendation, the Nominator is advised.
4. Where the Vice-Chancellor approves the recommendation, the Vice-Chancellor's office prepares the Letter of Offer to the Fellowship awardee.
5. The Letter of Offer setting out the terms and conditions of the Fellowship is signed by the Vice-Chancellor and sent to the proposed Fellowship awardee.
6. The Vice-Chancellor's office will forward a copy of the Letter of Offer to the Nominator and the Office of Human Resources (HR).
7. The Vice-Chancellor's office will notify the Nominator and HR of the acceptance or otherwise of the Fellow.
8. HR will maintain a list of Fellowship awardees and will record the details of the Fellowship in a central register which is kept in HR.
9. HR will send the Fellow's details to Payroll to enter into Alesco to enable Fellowship benefits such as library membership.
10. Three months prior to the end of the term, HR will advise the original Nominator that the term of the Fellowship is approaching.
11. The Nominator (Vice President Administration, a Pro Vice-Chancellor, or Executive Dean) will review and make a recommendation to the Vice-Chancellor on whether the term should be extended or terminated.
12. The Vice-Chancellor's office will advise the Nominator and HR of the decision to either extend the term or terminate.
13. The Vice-Chancellor's office will prepare either extension or termination documentation and send to the Fellow.
14. HR will update records accordingly.

## Vice-Chancellor Letterhead

<date>

<name>

<address>

Dear <name>

It is with great pleasure that I invite you to accept the title of University Fellow of Bond University.

The title of University Fellow is regarded by Bond as an honour and invitations are strictly limited to individuals of high standing with an unblemished reputation in their profession and who recognise the value of partnering with the University.

The title carries with it the following benefits:

- Use of the title of University Fellow
- Presentation of a certificate recognising your title
- Provision of business cards on Bond University letterhead (provided at the University's cost)
- Access to the University library and borrowing rights
- Access to an office provided adequate notice is given
- Access to meeting rooms provided adequate notice is given.

In return, as a University Fellow you are expected to represent Bond as an ambassador and actively engage and participate in University activities of mutual interest.

Each University Fellow is assigned a mentor who is also your liaison point into Bond. Your mentor is <name> who will be in contact about the schedule of events and activities.

This offer is effective from <date> for a period of <number> years. At the end of the fellowship, the University will review the arrangement and a further term may be offered. Please note that the University reserves the right to revoke the title at any time although this would be in rare circumstances.

As the title is honorary, there is no creation of a contractual relationship in the nature of an employee relationship.

I offer my congratulations on your recognition and I sincerely hope that you accept this invitation. I look forward to our continued partnership.

Yours sincerely

**Professor Tim Brailsford**  
**Vice-Chancellor and President**



BOND UNIVERSITY

*University Fellow of  
Bond University*

*- Year -*

*This honorary title is awarded in recognition of your esteemed  
reputation, contribution made to your profession, and  
your partnership with the University*

**<Title and Name>**

**<Position, Company>**

**<Date>**

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Professor Tim Brailsford

Vice Chancellor & President