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 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.
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.

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 Appointments 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. All such cases will be considered on a case by case basis by the Vice-Chancellor.

Process for Approval

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 5 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 Administration, a Pro 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 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. The original signed copy of the Agreement will be retained by Human Resources and the appointment details recorded in a central register in the HR Office.

3.6 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.

3.7 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.

3.8 Termination or Expiry of the Appointment
3.8.1 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) month’s 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.

Should the Faculty decide not to renew the Honorary Adjunct appointment, a letter of appreciation will be forwarded to the Honorary Adjunct by the Executive Dean thanking them for their contribution to the work of the Faculty and the University. In cases of non-renewal of the Honorary Adjunct appointment, the Executive Dean will write to the Honorary Adjunct advising that the Agreement has now expired.

3.8.2 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.

3.9 Agreement Renewals
3.9.1 Honorary Adjunct Appointment
Should the Faculty decide to renew the Honorary Adjunct appointment at the expiry of the appointment, a formal re-appointment process must be completed.

3.8.2 University Fellow Award
Should the University decide to renew the University Fellow award at the expiry of the fixed term period, a formal re-appointment process must be completed.

4. Approval
4.1. Honorary Adjunct Appointment
The Vice-Chancellor has determined the following delegation for all Honorary Adjunct appointments:

<table>
<thead>
<tr>
<th>Approved Honorary Adjunct Titles</th>
<th>Recommended by</th>
<th>Approving delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorary Adjunct Teaching Fellow</td>
<td>Line Manager</td>
<td>Executive Dean</td>
</tr>
<tr>
<td>Honorary Adjunct Research Fellow</td>
<td>Line Manager</td>
<td>Executive Dean</td>
</tr>
<tr>
<td>Honorary Adjunct Senior Teaching Fellow</td>
<td>Line Manager</td>
<td>Executive Dean</td>
</tr>
<tr>
<td>Honorary Adjunct Senior Research Fellow</td>
<td>Line Manager</td>
<td>Executive Dean</td>
</tr>
<tr>
<td>Honorary Adjunct Assistant Professor</td>
<td>Line Manager</td>
<td>Executive Dean</td>
</tr>
<tr>
<td>Honorary Adjunct Associate Professor</td>
<td>Executive Dean</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Honorary Adjunct Professor</td>
<td>Executive Dean</td>
<td>Vice-Chancellor</td>
</tr>
</tbody>
</table>

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

4.2. University Fellow Award
The approval of the award of the title is by the Vice-Chancellor.

5. Benefits
5.1. 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;
- Building access rights (in cases of demonstrated operational need);
- Access to the Fitness Centre;
- Car parking access.

5.2. 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;
- Access to the Fitness Centre;
- 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.

6. 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.

7. Definitions

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement</td>
<td>The document which outlines the terms and conditions of the Honorary Adjunct appointment and includes a position description for the appointee.</td>
</tr>
<tr>
<td>Honorary Adjunct Appointment</td>
<td>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.</td>
</tr>
<tr>
<td>Honorary Adjunct Term</td>
<td>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 offered by mutual agreement.</td>
</tr>
<tr>
<td>Semester Employment Contract</td>
<td>An individual who is employed (remunerated) to teach for one (1) teaching semester under a contract of employment.</td>
</tr>
<tr>
<td>University Fellow</td>
<td>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.</td>
</tr>
<tr>
<td>University Fellow Term</td>
<td>The award of the title University Fellow is for a fixed term which would normally be for three years with a review at the end of each term with no limit on further terms.</td>
</tr>
</tbody>
</table>

8. Related procedures, guidelines and forms

Procedures for Awarding University Fellow Title

Attachments:
1. Template - Letter of Offer
2. Honorary Adjunct Appointment Agreement
3. Position Description
Dear

HONORARY ADJUNCT {TITLE}

Bond University is pleased to offer you appointment as an Honorary Adjunct {title} in the {work area} at Bond University.

Your appointment is for a {term} commencing on {date}.

The role and responsibilities of an Honorary Adjunct are defined in the attached Position Description. Although this is an honorary appointment, you will be entitled to benefits as outlined in the Position Description.

To confirm your acceptance of this offer, could you please sign and return the enclosed Honorary Adjunct Appointment Agreement to Bond University Human Resources by {date}.

This appointment is subject to and conditional upon Bond University receiving from you the signed agreement.

We look forward to your acceptance of this offer.

Regards,

Name
Title
Director of Human Resources
Attachment 2 – Honorary Adjunct Appointment Agreement

This agreement describes the terms and conditions of your appointment as an Honorary Adjunct with the {Insert Area} at Bond University and replaces any previous representations and should be read in conjunction with your Position Description.

HONORARY ADJUNCT {TITLE} – {AREA} COMMENCEMENT

Your appointment as an Honorary Adjunct will commence on {date} and end on {date}.

TYPE OF APPOINTMENT

The position of Honorary Adjunct is a fixed-term honorary appointment. The role and responsibilities of an Honorary Adjunct are detailed in the Position Description.

The appointment is governed by the Honorary Adjunct Policy, as varied from time to time.

This appointment does not constitute an employer/employee relationship and no remuneration provisions are applicable, nor are any other employee related benefits such as superannuation, long service or annual leave, sick leave or other personal leave types applicable.

CONCURRENT EMPLOYMENT WITH BOND UNIVERSITY

Any concurrent employment for teaching or other paid services to the University will be covered by a Bond Employment Contract (BEC).

USE OF TITLE

The title of Adjunct is honorific in nature. You are authorised to use the title on any of the following occasions: in your curriculum vitae, academic publications, private correspondence, conference papers and brochures or as specifically authorised by the University from time to time. At the termination of this appointment you must cease using the title.

CONFIDENTIALITY

You are not permitted, unless authorised in writing by the University, to divulge any confidential information you obtain as a result of your appointment with the University. Any confidential information that you obtain as a result of your appointment with the University remains the property of the University and upon the expiration or prior to termination of your appointment you must return any records, documents and material utilised in the course of your appointment with the University.

INTELLECTUAL PROPERTY

You acknowledge that the Intellectual Property policy of the University will apply to you as it does to employees of Bond University Ltd and you agree that you will not, prior to the transfer of any rights to any Intellectual Property under the University policy, take any action which would in any way abrogate, encumber, restrict or transfer the interest in the Intellectual Property.

OTHER OBLIGATIONS

If in the course of your appointment with the University you give addresses or deliver papers or develop research projects, you must:
(a) acknowledge your association with and support from the University; and
(b) include appropriate acknowledgements as a condition of participation in such events. Such acknowledgement may be included in advertising, footnotes and/or public announcements.

NOTICE PERIOD

Either party may terminate the appointment by giving the other party a minimum of one (1) month’s written notice.

The University may terminate this appointment without notice in the case of misconduct, serious misconduct or a breach of faith.

ACCEPTANCE

I acknowledge and agree that I have read and understood this Agreement, the Letter of Offer and the Position Description and accept these terms and conditions of appointment as indicated below by my signature.

___________________________________________  _________________________________
Dr Chris Andrews – Director of Human Resources  Date
For and behalf of Bond University Ltd

___________________________________________  _________________________________
<name>       Date
Honorary Adjunct Appointee

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Attachment 3 – SAMPLE 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.
9. 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 {term} years, 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 Nominee (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 Nominee 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 Nominee, the Office of Pathways and Partnerships (P&P) and the Office of Human Resources (HR).

7. The Vice-Chancellor’s office will notify the Nominee, P&P and HR of the acceptance or otherwise of the Fellow.

8. P&P will maintain a list of Fellowship awardees and HR 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 gym and library membership.

10. Three months prior to the end of the term, HR will advise the original Nominee that the term of the Fellowship is approaching.

11. The Nominee (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 Nominee, P&P 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. P&P and HR will update records accordingly.
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
- Free membership of the University’s sporting, gymnasium and pool facilities
- 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 rate 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
University Fellow of Bond University

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>

__________________________
Professor Tim Brailsford
Vice-Chancellor & President

<Date> (dd/mm/year)