



# HONORARY ADJUNCT APPOINTMENT

## Information Sheet

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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. Honorary Adjunct appointments can be made at the levels of:

- Honorary Adjunct Teaching Fellow
- Honorary Adjunct Senior Teaching Fellow
- Honorary Adjunct Assistant Professor
- Honorary Adjunct Associate Professor
- Honorary Adjunct Professor

The criteria for appointment in determining the suitability of individuals will be consistent with [Bond University's Honorary Adjunct Appointments Policy HRP 1.04](#) and consideration of:

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

Within the Faculty of Health Sciences and Medicine, Honorary Adjunct titles are further determined through the Faculty's Honorary Adjunct Appointment Committee. This Committee may seek further information (e.g. comment from referees) before confirming an appointment. If you have any queries about the progress of your application, please address your enquiry to [honoraryadjunctHSM@bond.edu.au](mailto:honoraryadjunctHSM@bond.edu.au)

The criteria for each level of appointment are explained in the [Title Criteria](#). The types of evidence that may be accepted as an indication of distinction or academic excellence in one's discipline have been broadened to take into account the varied contexts of clinical or non-clinical practice.

Applicants for appointment at the highest levels (Honorary Adjunct Associate Professor or Honorary Adjunct Professor) consistent with policy 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. Applicants for appointment at these higher levels must submit a covering letter addressing how they meet the criteria for appointment at the level sought. The document [Information for Associate Professor or Professor Appointments](#) provides a checklist of the required criteria.

### 1. TO APPLY

- a) For all levels up to Honorary Adjunct Assistant Professor (see Title Criteria), you will need to provide:
  - A short written statement outlining the benefits to the Faculty of the appointment (see Section 3.3.1 of the Honorary Adjunct Appointment Policy HRP 1.04);
  - A current Curriculum Vitae,
  - A completed Honorary Adjunct Application Form;
  - A completed Honorary Adjunct Nomination Form – the nomination form must be endorsed by a Bond University academic staff member, Sub-Dean or current Honorary Adjunct at Associate Professor or Professor level;
  - A Letter of Reference from your referee;
  - Proof of Australian citizenship – passport page, OR Australian Residency – passport page with passport/visa detail; and
  - Certificate of currency of Professional Indemnity insurance, if applicable.
- b) For all levels above Honorary Adjunct Assistant Professor (see [Information for Associate Professor or Professor Appointments](#)) in addition to the documents listed above you will need to provide:

- A covering letter providing evidence for the level sought; and
- A Curriculum Vitae aligned to the checklist in the document 'Information for Associate Professor or Professor'.

All your documentation is compiled for the Honorary Adjunct Appointment Committee to consider your application. When your appointment has been approved, and please note that the process may take several weeks to complete, Human Resources will send you documentation including a Letter of Offer and a Position Description. You are required to sign and return the relevant documents to initiate your Honorary Adjunct appointment. Once you have returned the relevant documents, induction will commence, as required, with regards to an ID card and library, car parking and email access.

## **2. DURATION**

The duration of the Honorary Adjunct Appointment is up to three (3) years and will cease on the 31<sup>st</sup> December of the expiring year. On the recommendation of the relevant Head of Program, Bond University may invite the appointee to continue their appointment for a further three-year term, having regard to the level of contribution during the initial period of 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.

Where the professional registration status of an appointee changes after their appointment to Bond University, it is a requirement that they notify the Executive Dean within 14 days of this occurring. Where the change in registration status is considered to be relevant to their academic appointment with Bond University, they will be requested to provide a response regarding the matter. A decision will be made by the Executive Dean as to whether the matter is such that the reputation of the Faculty and University would be adversely impacted upon by their continuing academic appointment. If an issue arises concerning an Appointee, which in the opinion of Bond University, has the potential to adversely impact upon the University's reputation, the appointee will be given an opportunity to explain why their Honorary Adjunct appointment should be retained. A recommendation regarding the status of the academic appointment will be made by the Executive Dean to the Honorary Adjunct Appointments Committee, who will make the final decision. In the event of termination, the appointee is no longer eligible to use the title or to access the benefits associated with the appointment.

## **3. USE OF TITLE**

Appointees are eligible to use their academic title in forums and correspondence. In all formal and University communications, the full title is to be used for the address. This includes correspondence which is issued by the appointee in a professional capacity, any promotional activities related to your academic role with Bond University or when identifying the academic appointee's status in resumes or curriculum vitae. Academic staff should not seek to represent any endorsement by Bond University of their professional or personal products or services.

Appointees are not entitled to make any reference to Bond University in advertising, other than where it relates to the location of their academic appointment. Appointees are encouraged to refer any promotional use of their academic title to the Faculty for confirmation that it is consistent with the requirements of this policy. At termination of the appointment the Honorary Adjunct must cease using the title but may refer to themselves as a "former Honorary Adjunct". In the event that Bond University identifies the misuse of an Academic Title by an appointee of Bond University, they will be asked to provide a response as to why it should not be removed. In this way, the integrity of the academic rank which is issued only following careful assessment will be preserved.

## **4. TYPES OF ENGAGEMENT**

Honorary Adjunct appointments are not remunerated and therefore not eligible for employment entitlements such as superannuation or leave. Similarly, the arrangement is not subject to an industrial agreement or award.

## 5. BENEFITS

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;
- Building access rights (in cases of demonstrated operational need)/parking permit;
- Sports Centre Membership at staff rates

An Honorary Adjunct role and the associated benefits with the appointment such as use of title will cease for the duration of the term of another position accepted with the University.

## 6. PERFORMANCE EXPECTATIONS

**Honorary Adjuncts are expected to make a significant contribution to the Faculty and, where possible, to Bond University's research profile by affiliating with Bond University when publishing.**

The range of activities in which an appointee may be involved in may include, but are not limited to:

- Contribution to the design and review of a teaching curriculum within the Faculty;
- Delivery of lectures/tutorials in content areas related to the appointee's area of professional expertise and interest;
- Teach in accordance with Faculty and University policies and procedures, as amended from time to time;
- Involvement with assessment e.g. writing items, standard setting, marking, OSCE examinations;
- Participation in Specialty Reference Groups to oversight specific themes of Faculty curriculum;
- Participation in professional and community service including contributions to relevant professional societies and to the community;
- Participation in the interview selection process of students;
- Participation in promotion, marketing and recruitment activities;
- Assist in the planning and provision of clinical placement opportunities for students; and
- Act as a mentor to students.

Appointees are reminded that this appointment is governed by Bond University's policies and procedures and are required to ensure their conduct is in accordance with the highest ethical standards at all times when engaged in Bond University related business. Contribution would normally be expected to be equivalent to 10 to 20 hours per year.

## 7. INTELLECTUAL PROPERTY (aligned to Policy)

The Appointee acknowledges that the Intellectual Property Policy of the University applies to them, and that they will not, prior to the transfer of any rights to any intellectual property under the applicable University policy, take any action which would in any way abrogate, encumber, restrict or transfer the interest in the intellectual property.

## 8. CONFIDENTIALITY (aligned to Policy)

The Appointee must agree to the Bond University confidentiality clause in the Agreement. This clause is acknowledged by the signing of the Honorary Adjunct Agreement issued by Human Resources.

## 9. RESEARCH

The appointee undertakes to state their affiliation to Bond in the 'author details' for publication. Bond University identifies appointees who have published since their appointment and seek their written agreement to include the publication in the University's research record for reporting purposes. This may include reporting to external bodies. In the absence of any agreement regarding intellectual property, such reporting does not represent any claim by Bond University in the intellectual property of the subject matter.