Honorary Appointments Procedures

INTRODUCTION

University staff members may nominate individuals for honorary appointment to the University. Such appointments are expected to be mutually beneficial, enhance capacity and to build relevant networks.

Honorary appointees will have appropriate qualifications or experience and expertise that aligns with the University’s values and strategic objectives. They will advise, mentor and collaborate with University staff members and students to enhance academic, research and professional achievements and outcomes.

Honorary appointments are for a defined period in the following categories: Charles Darwin Distinguished Fellows, University Professorial Fellows, University Fellows, Honorary Fellows and Visiting Scholars.

COMPLIANCE

This is a compliance requirement under the Charles Darwin University Act 2003 part 3, section 15.

INTENT

This document facilitates the efficient administration of honorary appointments through:

- Transparent procedures with the capacity for timely responses;
- A comprehensive and relevant range of appointments; and
- Accountability through reporting and management.

This document is also intended to provide supplementary information about honorary appointments within the University including duration of tenure, access to privileges, remuneration, health cover and insurance advice.

RELEVANT DEFINITIONS

In the context of this document

**Honorary Appointment** means a formal recognition of the relationship between the University and an individual who has made or who is expected to make a notable contribution to the academic, professional or cultural needs and achievements of the University. Honorary appointments are made as Charles Darwin Distinguished Fellows, University Professorial Fellow, University Fellow, Honorary Fellow or Visiting Scholar;

**Governance documents** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governing documents are a formal statement of intent that mandate principles or standards that apply to the University’s governance or operations or to the practice and conduct of its staff and students, they include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

**Honorary Appointments Committee (HAC)** means the Committee responsible for the review and renewal of Honorary Appointment nominations. The Committee consists of the Provost (Chair), Deputy Vice-
Honorary Appointments

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Chancellor Research and Research Training, Pro Vice-Chancellor Education Strategy, Pro Vice-Chancellor Education and Chair of the Academic Board;

Honorarium means a nominal ex gratia payment made to an honorary appointee for professional services where there was no obligation or liability to pay for it;

Organisational Unit means a school, college, centre or other academic unit; a department, or other administrative unit of the University;

Senior Executive means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

Senior Manager means a staff member holding the position of Director or head of School of the University or equivalent; and

Staff Member means anyone employed by the University and includes all continuing, fixed-term or casual, adjunct, honorary or contracted staff, or those holding University offices or who are a member of a University committee.

PROCEDURES

Expectations

Honorary appointment is expected to contribute to the University in one (1) or more of the following ways:

- Make a contribution to undergraduate and/or postgraduate Higher Education and/or Vocational Education and Training learning and teaching by means of curriculum development, guest lectures, field trips, workshops, laboratory classes and/or practical demonstrations;
- Collaborate in research and/or research publication with University staff, in refereed publications eligible for Commonwealth Government reporting;
- Assist with supervision of Higher Degree by Research students;
- Provide mentoring and advice to University staff members in areas of management and planning in which they have expertise and networks; and/or
- Foster strategic relationships between the University and its academic, professional, governmental, business, industrial and community partners.

Responsibilities of the Nominator

- Be familiar with the Honorary Appointments Procedure and with the expectations of appointments;
- Plan with the nominee the nature of the collaboration and expected outcomes. Ensure that these are in keeping with the strategic direction of the University. Part B of the nomination form should be completed in conjunction with the nominee;
- Make it clear to nominees that a nomination is not a guarantee of appointment;
- Avoid making commitments regarding the level of appointment (Honorary Fellow, University Professorial Fellow etc.) Part A of the nomination form should be completed by the nominator;
- Consider the qualifications and experience of the nominee against the eligibility expectations outlined in this procedure, when making a nomination;
• Explain the nature and expected outcomes clearly in Part B of the nomination form. A nomination which does not demonstrate clear value may not be approved; and
• Ensure that appropriate evidence of support from the relevant Senior Manager and Pro Vice-Chancellor is included with the nomination

Appointments

• Current staff members or students of the University are not eligible for nomination for honorary appointment;
• Current Higher Degree by Research students of the University will not normally be considered for honorary appointment during the term of their enrolment;
• An honorary appointment will cease if an appointee accepts any paid employment for longer than six (6) months at the University;
• At the end of a period of employment, the honorary appointment is reinstated, provided the original end-date of the appointment has not passed. If the end date has passed, then a renewal must be submitted; and
• Menzies School of Health Research academic staff members are accorded honorary or adjunct status at the University for the term of his or her employment at Menzies. Academic titles accorded by Menzies through its Academic Standing Committee will be accepted at the University.

Charles Darwin Distinguished Fellow

A Charles Darwin Distinguished Fellow may be called upon by the Vice-Chancellor to provide high-level advice and guidance. They should embody such exceptional experience and insight in order to assist the University to achieve sustainable growth, address opportunities and challenges and promote organisational and cultural excellence.

To be eligible for appointment as a Charles Darwin Distinguished Fellow, a person must:

• Be an eminent and highly regarded individual in society;
• Be recognised nationally and/or internationally in their fields of expertise; and
• Be able to contribute to the University’s national and regional profile and activities.

The Vice-Chancellor will directly appoint Charles Darwin Distinguished Fellows for a period of up to three (3) years. Nomination is not applicable

University Professorial Fellow

To be eligible for appointment as a University Professorial Fellow, a person must have academic qualifications and experience which, at a minimum, would allow appointment at the level of Professor. The Vice-Chancellor will appoint University Professorial Fellows for a period of up to three (3) years.

University Fellow

To be eligible for appointment as a University Fellow, a person must:

• Have academic qualifications and experience which, at a minimum, would allow appointment at the level of Lecturer or Research Fellow; or
- Have professional, business or industry qualifications and/or experience which contribute to the strategic needs of the University; or
- Be a current or former senior, government official, administrator or department head.

Appointments may be for a period of up to three (3) years.

**Honorary Fellow**

To be eligible for appointment as an Honorary Fellow, a person must have gained the respect of their community and be able to contribute to the intellectual and cultural life of the University. Appointments may be for a period of up to three (3) years.

**Visiting Scholars**

To be eligible for appointment as a Visiting Scholar, a person must have academic qualifications, and be a member of another educational or research institution. Visiting appointments will be for a minimum period of one (1) month and not exceed the duration of the person’s visit to the University.

**Nomination**

Invitations to nominate individuals for Honorary Appointment are extended several times each year. Nominations are to be made to the Secretary to the Honorary Awards Committee. Nominations are made using the [Honorary Appointment Nomination Forms](#).

The Committee will consider nominations and approve the appointment of University Fellows, Honorary Fellows and Visiting Scholars. The Chair of the Committee will notify successful appointees in writing.

The Committee will recommend to the Vice-Chancellor, the appointment of University Professorial Fellows. All members of the Committee must agree to recommendations for Level E. The Vice-Chancellor will notify successful appointees in writing.

The Secretary of the Committee will inform staff members who have made nominations to the decisions of the Committee.

**Direct Appointments**

In addition to the nomination process, the Vice-Chancellor has the discretion at any time, to make honorary appointments, which are of strategic value to the University.

Where the Vice-Chancellor may have a real, potential or perceived conflicts of interest in an appointment, the Vice-Chancellor is to refer the matter to the Nominations, Honorary Awards and Legislation Committee for approval, in accordance with the [Conflicts of Interest Policy](#).

Before a direct appointment is offered, the Chair of the Honorary Appointments Committee must agree to the appointment in writing.

**Appointment Review and Renewal**

At the end of an honorary appointment period, the relevant Senior Manager will review the extent to which the appointment achieved its original objectives.
An honorary appointment may be extended by renewal. Nominations for renewal follow the same procedures and are subject to the same expectations as new nominations.

Nominations to review appointments should include a research outcome data report. These reports can be obtained from the Office of Research and Innovation, Research Systems and Performance team at research.systems@cdu.edu.au

**Responsibilities and Privileges**

Honorary appointees must comply with the University’s Governance documents as a condition of appointment.

Privileges for honorary appointees may include:

- **Staff Cards** - Honorary appointees can obtain a staff card from the IT Kiosk to access the Library and other appropriate buildings, where required;
- **Library borrowing privileges** - Honorary appointees may borrow up to fifty (50) items from the Library at any one time, for a loan period of up to 56 days with access to the following:
  - Browsing of other collections within the Library such as Periodicals, Short Term Loan, Special Collections and Reference Collection;
  - Photocopying facilities with the purchase of a photocopying card;
  - Inter-library loans as authorised by the relevant Senior Manager. Expenses incurred as a result of inter-library loans will then be charged to the appropriate cost centre; and
  - Online resources and electronic databases.
- **Email/internet access**;
- **Representation on the University’s web site**;
- **Use of University letterhead**;
- **Office accommodation, only if specifically requested and available**; and
- **Participation in University Graduation ceremonies**.

While appointments are normally voluntary, remuneration, honorariums and travel assistance may be permissible at the discretion of the relevant Faculty Pro Vice-Chancellor.

**Research Publication and University Affiliation**

Honorary appointees are required to include Charles Darwin University among their affiliations in the authorship by-line of all research publications which result from their collaboration with the University.

Example of the attribution format:

Dr J Smith, Charles Darwin University, Research Institute/School of [ ]/Menzies School of Health Research, Casuarina NT 0909

When using the University’s address, acknowledgement of the Institute/School/Centre and Faculty is important, but should be attributed second or third in the address line. Attribution to Charles Darwin University should always be first.
Expenses

Payments, honorariums or reimbursements are the responsibility of the Organisational Unit sponsoring the honorary appointment.

Planned payments or honorarium details should be provided to the Honorary Awards Committee at the time of nomination, together with a recommendation by the relevant Senior Manager and approval by the relevant Senior Executive.

Reimbursement to cover reasonable expenses incurred by the honorary appointee in the course of collaborations with University staff members may be made as part of the appointment. Such expenses may include, but are not limited to, travel, accommodation, meals, and minor equipment such as stationery.

All payments to international Visiting Scholars must meet with the requirements of their visa conditions.

Honorary Titles

An honorary title conferred by the University under this procedure may only be used in full: E.G. Dr J Smith, University Professorial Fellow, Charles Darwin University or Dr J Smith, University Professorial Fellow, CDU.

Honorary appointees may use their title on business cards and other corporate materials but may not include the University’s logo or other brand identifiers.

It is expected that the honorary title will be acknowledged on publications, presentations, reports and media releases relating to work undertaken as part of the appointment.

Management and Reporting

Honorary appointments are recorded in the Manage Partner Organisations Staff System (MPOSTA) to ensure IT and library access. An annual report of current and new appointments will be provided to the Executive Leadership Group and to Council for noting.

Health Cover for International Appointments

Appointees who do not hold Australian citizenship or Australian permanent residence status should note that they are not eligible for Medicare (the Government Medical Insurance Scheme). Appointees in this position are advised to take out private health insurance.

Personal Injury including Death Insurance

Appointees are advised to take out Personal Injury including Death Insurance. This is a matter for individual appointees to decide. Most insurance companies can provide advice on this type of insurance.

Intellectual Property

Intellectual property that results from an honorary appointment, is subject to the University’s Intellectual Property Policy.

Cancellation of Appointment

At its sole discretion, the University may cancel an honorary appointment for any reason, including but not limited to, a breach of the Code of Conduct or any other Governance Document.
ESSENTIAL SUPPORTING INFORMATION

Internal

Code of Conduct

Human Resources Policy

Honorary Appointment Nomination Form Part A

Honorary Appointment Nomination Form Part B

Intellectual Property Policy

Travel on Official University Business Procedures
<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>1.00</td>
<td>25 Aug 2004</td>
<td>Vice-Chancellor</td>
<td>Creation of original document and upload to CDU website.</td>
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<tr>
<td>2.00</td>
<td>25 Oct 2005</td>
<td>Vice-Chancellor</td>
<td>Add Professional Associates adjust flow chart and document accordingly</td>
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<tr>
<td>2.10</td>
<td>28 Nov 2007</td>
<td>Vice-Chancellor</td>
<td>Reformat. Applicant to make prima facie case for appointment. Remuneration for adjuncts and visiting scholars after consideration by the Working Group.</td>
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<td>2.20</td>
<td>21 Apr 2008</td>
<td>Vice-Chancellor</td>
<td>Update to ‘Membership of Working Group’: Director, Library and Information Access; General Manager PMD; Director VET. Amendment to ‘Advise to Applicants’: Memo to Director, Library and Information Access and Manager, Governance.</td>
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<td>3.00</td>
<td>2 Jul 2008</td>
<td>Vice-Chancellor</td>
<td>General update</td>
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<td>4.00</td>
<td>17 Feb 2010</td>
<td>Vice-Chancellor</td>
<td>• Major update to categories &lt;br&gt;• Change process into new format &lt;br&gt;• Minor amendments to spelling and grammar &lt;br&gt;• Change Deputy Vice-Chancellor Research to Deputy Vice-Chancellor Research and International to reflect title change. &lt;br&gt;• Change Deputy Vice-Chancellor Teaching and Learning to Senior Deputy Vice-Chancellor to reflect title change. &lt;br&gt;• Change ‘annual reporting and reviews’ to ‘end of term report’. &lt;br&gt;• Change Dean to Executive Dean to reflect title change.</td>
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<td>4.01</td>
<td>30 Aug 2010</td>
<td>Governance</td>
<td>• Change to library access guide information. &lt;br&gt;• Minor change to format template. &lt;br&gt;• Changes to review process – VC to sign only letters of offer for Professorial level E appointments. Level B-D appointments signed by Chair of HAPWG and forwarded to VC for noting.</td>
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<tr>
<td>5.00</td>
<td>15 Apr 2011</td>
<td>Vice-Chancellor</td>
<td>• Convert process document to procedure template. &lt;br&gt;• Minor changes to reflect new titles and structure – PMD to HRS. Executive Dean/Director IAS/PVCVET to PVC and HoS/NT Manager to Senior Manager. &lt;br&gt;• Director, Library and Access changed to Director, Office of Library Services to reflect title change.</td>
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<td>5.01</td>
<td>12 May 2011</td>
<td>Governance</td>
<td>Changed MSHR to Menzies in line with current practices. Changes to formatting. Invitations changed from 4-5 times per year to several. Adjusted version control from version 4.02 to version 5.00 as document was reviewed by Vice-Chancellor.</td>
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<td>5.02</td>
<td>11 Nov 2011</td>
<td>Governance</td>
<td>Other privileges changed to include Honorariums and travel assistance.</td>
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<td>5.03</td>
<td>6 Jun 2012</td>
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<td>Deleted DVC Research and International, and added PVC Academic. Replaced Senior Manager to HOS/Director. Altered PVC to PVC/DVC. Changed candidate to nominee. Replaced DEEWR to DIISRTE. Adjustment to Relevant Definitions.</td>
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<td>26 Feb 2014</td>
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<td>Major review of document.</td>
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<td>6.02</td>
<td>13 Jan 2016</td>
<td>Vice-Chancellor</td>
<td>Responsibility of Nominator’ section added.</td>
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<td>7.00</td>
<td>13 Dec 2017</td>
<td>Vice-Chancellor</td>
<td>Conversion to new template due to new University branding. Updated hyperlinks. Charles Darwin Distinguished Fellow appointment category added. Changes to the paragraph ‘Direct Appointments’ to reduce the risk to the University’s reputation. Changes to the membership of the Honorary Appointments Committee. Changes to reflect new titles and structure. Replaced Deputy Vice-Chancellor with Provost and VCAG with Executive Leadership Group. Research Outcomes Data Report section added. Replaced HOS/Director with Senior Manager to be consistent with glossary. Removed definitions for HOS and Director. Added definition for staff member, senior manager and senior executive.</td>
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• Contact Officer Governance Secretariat Officer replaced with Coordinator, Executive Recruitment
• ID Cards now obtained from the IT Kiosk, not from OPC
• Added Sponsor, Deputy Vice-Chancellor, Operations