

## **Guideline Title: Appointment – Emeritus Professor, Honorary, Adjunct & Visiting Staff**

**Owner:** Human Resources

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### **1. INTENT**

To defines the titles, roles and appointment practices for Emeritus Professor, Honorary, Adjunct and Visiting academic staff positions offered by Edith Cowan University (ECU) and to set out the terms and conditions of appointment for each type of appointment.

### **2. ORGANISATIONAL SCOPE**

This guideline applies to Emeritus Professor, Honorary, Adjunct and Visiting academic staff.

### **2. DEFINITIONS**

TERM	DEFINITION
Emeritus Professor	May be conferred on a retiring professor of the University in recognition of significant distinguished academic service to the University
Honorary Appointment	May be provided to experienced and academically active persons, who have recently retired, or are about to retire, or who become available in other ways, and who could continue their work to benefit of their discipline and to the University
Adjunct Appointment	May be provided to people employed in other institutions or agencies whose appointment will assist in developing and strengthening engagement with industry and the professions; and enhancing the levels of experience and expertise within the University

Visiting Appointment

May be provided to visiting people from other universities or institutions who are appointed to the University for a specified term for teaching, research or other purposes

### 3. CONTENT

**General Conditions associated with such appointments may include:**

#### **Physical Accommodation & Equipment**

It is the responsibility of the relevant Line Executive to provide appropriate physical accommodation, equipment and resources.

#### **Library Access**

Access may be provided to full academic staff privileges at all ECU Libraries.

#### **Computer Facilities**

It is the responsibility of the relevant Line Executive to ensure appropriate access to computer facilities is provided, i.e. internet and e-mail. This will require the recipient to apply via the [IT Service Kiosk](#).

#### **On-boarding**

It is the responsibility of the relevant Line Executive to ensure Honorary, Adjunct and Visiting Staff appointees have received a structured and formal induction and on-boarding process.

#### **Off-boarding – return of University items and update IT Access**

Honorary, Adjunct and Visiting Staff appointees have the obligation to ensure that University items, equipment, and assets issued to them are returned to the University. The relevant Line Executive is responsible for ensuring that the appointee has returned any University items, equipment and assets and for ensuring IT access is updated or revoked when the appointee transfers from one position to another (if applicable) and when the appointee ceases employment in accordance with the [Ceasing Employment Guidelines](#)

#### **Insurance**

The University provides insurance cover for public liability.

#### **Intellectual Property**

It is the University's preference to own all the Intellectual Property (IP) developed by the appointee arising out of the appointment with the University. A statement about the ownership of IP generated during, and as a result of, the appointment must be explicitly detailed in the terms and conditions or letter of appointment signed by the appointee and the University. See [Intellectual Property, co002](#).

#### **3.1 Honorary Appointment**

Honorary appointments may be provided to experienced and academically active persons who have recently retired, or are about to retire, or who become available in other ways, and who could continue their work to the benefit of their discipline and to ECU.

Appointments in this category are primarily meant to recognize an association of long standing or the contributions of a distinguished scholar.

### **3.1.1 Appointment Title & Classification**

The classification level will be in accordance with the requirements defined in the Position Classification Standards.

Titles approved by the University for these types of appointment include:

- Level E Honorary Professor or Honorary Professorial Fellow\*
- Level D Honorary Associate Professor or Honorary Senior Fellow\*
- Level C Honorary Senior Lecturer or Honorary Senior Fellow\*
- Level B Honorary Lecturer or Honorary Fellow\*
- Level A Honorary Lecturer or Honorary Fellow\*

\* Each of these positions may also be referred to as Teaching Fellow or Research Fellow.

### **3.1.2 Eligibility for Appointment**

The person, normally retired, must have held a similar rank at Edith Cowan University, another recognised University or meeting the professional equivalence criteria as outlined in the [Determining Professional Equivalence for Staff Qualification Procedures](#).

### **3.1.3 Appointment Authority**

Honorary appointments are authorised in accordance with the [HR Delegations](#). The appointee will be entitled to use the appropriate honorary title whilst undertaking work for Edith Cowan University.

### **3.1.4 Appointment Procedure**

Recommendation for an honorary appointment will be approved by the Relevant Line Executive and submitted to HR. The recommendation will include:

- a. A completed [Unpaid Appointment Request Form – Honorary and Adjunct](#)
- b. A current copy of the nominee's Curriculum Vitae

Honorary appointments are approved as per the [HR Delegations](#).

Based on the information provided in [Unpaid Appointment Request Form – Honorary and Adjunct](#), a written agreement (letter) will be drafted by HR and signed by the Director, HRSC. The nominee will be asked to sign and return that letter.

The returned letter will be copied to:

- a. The Relevant Line Executive
- b. The nominators
- c. Payroll Services (Finance & Business Services Centre)

### **3.1.5 Terms and Conditions of Appointment**

The term of appointment details are as follows:

- a. Initially a period not exceeding three (3) years
- b. Honorary appointees are not employees of the University, unless separately employed outside of this policy. Participation in the activities of the University makes it important that appointees are aware of the obligations that appointment brings, including the

need to respect and follow principles included in all Edith Cowan University policies and guidelines.

### **3.1.6 Renewal**

Renewal appointments for periods not exceeding three (3) years may be provided if the appointee has made an active and productive contribution to the University during their current appointment.

### **3.1.7 Termination**

Vice-Chancellor or nominee may terminate at any time, by three months notice in writing.

### **3.1.8 Payment**

Honorary appointees will normally be expected to carry out their responsibilities without payment.

## **3.2 Adjunct Appointment**

### **3.2.1 Purpose**

Adjunct appointments may be provided to staff employed in other institutions or agencies whose appointment will assist in developing and strengthening engagement with industry and the professions; and enhancing the levels of experience and expertise within the University.

### **3.2.2 Appointment Title & Classification**

Adjunct appointment will be made under the following titles:

- Level E - Adjunct Professor
- Level D - Adjunct Associate Professor
- Level C - Adjunct Senior Lecturer
- Level B - Adjunct Lecturer
- Level A - Adjunct Lecturer

### **3.2.3 Eligibility for Appointment**

The person must hold a similar rank at another recognised university or be or meet the professional equivalence criteria as outlined in the [Determining Professional Equivalence for Staff Qualification Procedures](#).

Adjunct appointments may be granted to individuals who have practised a profession with distinction or have special knowledge and skills of value to the University, and who work in close collaboration with staff of the University.

### **3.2.4 Appointment Authority**

Adjunct appointments are authorised in accordance with the [HR Delegations](#). The appointed person will be entitled to use the appropriate Adjunct title whilst undertaking work at Edith Cowan University.

### **3.2.5 Appointment Procedure**

Recommendation for an adjunct appointment will be approved by the Relevant Line Executive and submitted to HR. The recommendation will include:

- a. A completed [Unpaid Appointment Request Form – Honorary and Adjunct](#)
- b. A current copy of the nominee's Curriculum Vitae

Adjunct appointments are approved as per the [HR Delegations](#).

Based on the information provided in [Unpaid Appointment Request Form – Honorary and Adjunct](#), a written agreement (letter) will be drafted by HR and signed by the Director, HRSC. The nominee will be asked to sign and return that letter.

The returned letter will be copied to:

- a. The Relevant Line Executive
- b. The nominators
- c. Payroll Services (Finance & Business Services Centre)

### **3.2.6 Term and Conditions of Appointment**

The term of appointment details are as follows:

- a. Initially a period not exceeding three (3) years.
- b. Adjunct appointees are not employees of the University, unless separately employed outside this policy. Participation in the activities of the University makes it important that appointees are aware of the obligations that appointment brings, including the need to respect and follow principles included in all Edith Cowan University policies and guidelines.

### **3.2.7 Renewal**

Further appointments for periods not exceeding three (3) years may be provided if the appointee has made an active and productive contribution to the University during their current appointment.

### **3.2.8 Termination**

Vice-Chancellor or nominee may terminate at any time, by three months notice in writing.

### **3.2.9 Payment**

Adjunct appointees do not receive salary and normally activities undertaken are unpaid.

## **3.3 Visiting Appointment**

### **3.3.1 Purpose**

Visiting appointments may be provided to visiting staff from other universities or institutions who are appointed to the University for a specified term for teaching, research or other purposes.

### **3.3.2 Appointment Title & Classification**

The classification level will be in accordance with the requirements defined in the Position Classification Standards.

Titles approved by the University for these types of appointment include:

- Level E Visiting Professor or Visiting Professorial Fellow\*
- Level D Visiting Associate Professor or Visiting Senior Fellow\*
- Level C Visiting Senior Lecturer or Visiting Senior Fellow\*
- Level B Visiting Lecturer or Visiting Fellow\*
- Level A Visiting Lecturer or Visiting Fellow\*

\* Each of these positions may also be referred to as Teaching Fellow or Research Fellow.

### **3.3.3 Eligibility for Appointment**

The person must hold a similar rank at another recognised university or be deemed to be of equivalent standing.

### **3.3.4 Appointment Authority**

Visiting appointments are authorised in accordance with the [HR Delegations](#). The appointed person will be entitled to use the appropriate Visiting title whilst undertaking work at ECU.

### **3.3.5 Appointment Procedure**

Recommendation for a visiting appointment will be approved by the Relevant Line Executive and submitted to HR. The recommendation will include:

- a. A completed [Unpaid Appointment Request Form – Honorary and Adjunct](#)
- b. A current copy of the nominee's Curriculum Vitae

Visiting appointments are approved as per the [HR Delegations](#).

Based on the information provided in [Unpaid Appointment Request Form – Honorary and Adjunct](#), a written agreement (letter) will be drafted by HR and signed by the Director, HRSC. The nominee will be asked to sign and return that letter.

The returned letter will be copied to:

- a. The Relevant Line Executive
- b. The nominators
- c. Payroll Services (Finance & Business Services Centre)

### **3.3.6 Term and Conditions of Appointment**

The term of appointment details are as follows:

- a. The minimum appointment will normally be one month with a maximum of 12 months.
- b. Visiting appointments are not employees of the University, unless separately employed outside this policy. Participation in the activities of the University makes it important that appointees are aware of the obligations that appointment brings, including the need to respect and follow principles included in all Edith Cowan University policies and guidelines.

### **3.3.7 Termination**

Vice-Chancellor or nominee may terminate at any time.

### **3.3.8 Payment**

Visiting appointments may be in receipt of a stipend paid to cover travel and associated expenses, and an honorarium may be paid for teaching duties as determined by the Vice-Chancellor or relevant designated authority.

In most cases, visiting appointments would remain employees of another institution within Australia or overseas.

#### **4. CONTACT INFORMATION**

For queries relating to this document please contact:

All Enquiries Contact:	Manager, HR Services
Telephone:	08 6304 5995
Email address:	<a href="mailto:hr@ecu.edu.au">hr@ecu.edu.au</a>

## Appendix 1 – Comparative Summary – Emeritus / Honorary / Adjunct / Visiting Academic Staff

University Title	Purpose	Eligibility for Appointment	Authority	Term of Appointment	Paid
<b>Emeritus Professor (Level E)</b>	May be conferred on a retiring Professor of the University in recognition of significant distinguished service to the University.	Professors with significant distinguished service to the University.	Nominated by: 1) Relevant Line Executive 2) Professor of the University  Approved by: University Council	Ongoing	Without payment
<b>Honorary Professor / Honorary Professorial Fellow (Level E)</b> <b>Honorary Associate Professor / Honorary Senior Fellow (Level D)</b> <b>Honorary Senior Lecturer / Honorary Senior Fellow (Level C)</b> <b>Honorary Lecturer / Honorary Fellow (Level B)</b> <b>Honorary Lecturer / Honorary Fellow (Level A)</b>	May be provided to experienced and academically active persons who have recently retired, or are about to retire, or who become available in other ways, and who could continue their work to the benefit of their discipline and to ECU.	The person must have held a similar rank at Edith Cowan University or another recognised University or be deemed to be of equivalent standing.	As per the <a href="#">HR Delegations</a>	Initially a period not exceeding three (3) years  <b>Renewal</b> May be renewed for a further period not exceeding three (3) years	Normally without payment
<b>Adjunct Professor (Level E)</b> <b>Adjunct Associate Professor (Level D)</b> <b>Adjunct Senior Lecturer (Level C)</b> <b>Adjunct Lecturer (Level B)</b> <b>Adjunct Lecturer (Level A)</b>	May be provided to staff employed in other institutions and agencies whose appointment will assist in developing and strengthening engagement with industry and the professions; and enhancing the levels of experience and expertise within the University.	The person must hold a similar rank at another recognised university or be deemed to be of equivalent standing.	As per the <a href="#">HR Delegations</a>	Initially a period not exceeding three (3) years  <b>Renewal</b> May be renewed for a further period not exceeding three (3) years	Normally without payment
<b>Visiting Professor / Visiting Professorial Fellow (Level E)</b> <b>Visiting Associate Professor / Visiting Senior Fellow (Level D)</b> <b>Visiting Senior Lecturer / Visiting Senior Fellow (Level C)</b> <b>Visiting Lecturer / Visiting Fellow (Level B)</b> <b>Visiting Lecturer / Visiting Fellow (Level A)</b>	May be provided to visiting staff from other universities or institutions who are appointed to the University for a specified term for teaching, research or other purposes.	The person must hold a similar rank at another recognised university or be deemed to be of equivalent standing.	As per the <a href="#">HR Delegations</a>	A minimum appointment of one (1) month, with a period not exceeding twelve (12) months	Normally without payment  A stipend may be paid to cover travel & associated expenses.