

# Honorary and Visiting Academic Appointments Procedure

## Intent and objectives

To provide a clear and consistent procedures for appointment honorary and visiting academics at RMIT University.

## Scope

This procedure applies to any individual who may be considered for, or appointed to, an honorary or visiting academic position established under the Titles Regulations.

## Exclusions

This procedure does not cover:

- Current employees on a fixed term or continuing contract, with the exception of the *Vice-Chancellor's Innovation Professor* title, which may be conferred on an individual whether or not they are an employee at the time of conferral;
- Academic staff visiting from other national or international institutions who receive payment for their service and will be sponsored on a Business Sponsored (457) visa;
- Academics associating with RMIT under Scholars at Risk policy;
- Recipients of other Honorary Awards conferred by RMIT Council including Honorary Degrees or University Medals;
- RMIT Foundation Fellowships.

## Procedure steps and actions

Procedure steps	Responsibility
<b>1. Nomination / Recommendation</b>  1.1 Nomination for Emeritus Professor  1.1.1 A nomination for the conferral of the title of Emeritus Professor may be made by a Head of School / Dean or Director of Centre/Institute; and must be endorsed by three professors of the University.	Head of School / Dean
1.1.2 The Emeritus Professor Nomination form must be submitted to the Deputy Vice-Chancellor and Vice-President for authorisation via Human Resources, with support material.	Deputy Vice- Chancellor via Human Resources

Procedure steps	Responsibility
<p>1.1.3 The Deputy Vice-Chancellor will consider:</p> <ul style="list-style-type: none"> <li>the degree of distinction of the professor's intellectual and scholarly contributions to the University and the extent to which they have been sustained and outstanding;</li> <li>other forms of service to the University;</li> <li>the period of time during which such contributions and services were made or rendered to the University by the nominee at all academic levels and not only while a professor of the University;</li> <li>that normally the professor would have held professorial rank for a period of at least ten years (at RMIT or other academic institution); and</li> <li>that normally the professor would be retiring from university life in any university.</li> </ul>	Deputy Vice-Chancellor and Vice-President
<p>1.1.4 All persons in any way associated with the nomination and approval process for the conferral of title Emeritus Professor must treat the matter in confidence. In particular:</p> <ul style="list-style-type: none"> <li>Nominations for the conferral of the title must be submitted to the Chancellor without the knowledge of the nominated person; and</li> <li>the person nominated must not be notified until the nomination has been approved by the Chancellor.</li> </ul>	Human Resources
<p>1.1.5 If the delegated authority approves the nomination, Human Resources must ascertain whether the nominee is willing to receive the award.</p>	Human Resources
<p>1.1.6 If the nominee is willing to receive the award, Human Resources will prepare written advice to the nominee on behalf of the Deputy Vice-Chancellor.</p>	Human Resources Academic Registrar
<p>1.1.7 A request for an official certificate should be made by Human Resources to Academic Registrar who will prepare an official certificate.</p>	Academic Registrar / Head of School / Dean
<p>1.2. Nomination for Honorary University Fellow</p>	Head of School / Dean

Procedure steps	Responsibility
1.2.1 A nomination for the conferral of the title of Honorary University Fellow may be made by a Head of School / Dean or Director of Centre/Institute; and endorsed by three Professors of the University and the relevant Deputy Vice-Chancellor.	
1.2.2 The Honorary University Fellow Nomination form must be submitted to the Deputy Vice-Chancellor for approval via Human Resources, with appropriate support material.	Deputy Vice-Chancellor via Human Resources
<p>1.2.3 The Deputy Vice-Chancellor would normally consider:</p> <ul style="list-style-type: none"> <li>the degree of distinction the intellectual and scholarly contributions to the University and the extent to which they have been sustained and outstanding;</li> <li>other forms of service to the University;</li> <li>the period of time during which such contributions and services were made or rendered to the University by the nominee</li> </ul>	Deputy Vice-Chancellor
<p>1.2.4 All persons in any way associated with the nomination and approval process for the conferral of the title Honorary University Fellow must treat the matter in confidence. In particular:</p> <ul style="list-style-type: none"> <li>Nominations for the conferral of the title must be submitted to the Deputy Vice-Chancellor without the knowledge of the nominated person; and</li> <li>the person nominated must not be notified until the nomination has been approved by the Deputy Vice-Chancellor.</li> </ul>	
1.2.5 If the delegated authority approves the nomination, Human Resources must ascertain whether the nominee is willing to receive the award.	Human Resources
1.2.6 If the nominee is willing to receive the award, Human Resources will prepare written advice to the nominee on behalf of the Deputy Vice-Chancellor.	Human Resources
1.2.7 A request for an official certificate should be made by Human Resources to Academic Registrar who will prepare an official certificate.	Human Resources and Academic Registrar

Procedure steps	Responsibility
1.2.8 The award of Honorary University Fellow will normally be conferred by the Deputy Vice-Chancellor at an Honorary Awards Ceremony unless alternative arrangements are made by the nominating Head of School/Dean.	University Secretariat / Head of School / Dean
<p>1.3 Recommendation for an Honorary Professor / Honorary Associate Professor / Honorary Principal Research Fellow appointment</p> <p>1.3.1 Recommendation for an Honorary Professor / Honorary Associate Professor / Honorary Principal Research Fellow appointment must be made by a Head of School / Dean or Director of Centre/Institute; endorsed by a Professor of the University.</p>	Head of School / Dean
1.3.2 The recommendation will include a completed Honorary, Adjunct and Visiting Academic Recommendation form, and a current copy of the nominee's Curriculum Vitae.	
<p>1.3.3 The form must include:</p> <ul style="list-style-type: none"> <li>the proposed duties and responsibilities;</li> <li>how the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;</li> <li>the benefits that will flow through to the College / School from the appointment; and</li> <li>period of appointment;</li> <li>any overheads;</li> <li>three references, including one from a Professor at either RMIT University or another institution and two referees external to RMIT</li> </ul>	
1.3.4 Honorary appointments are approved by the Deputy Vice-Chancellor and submitted via Human Resources.	Deputy Vice-Chancellor via Human Resources
<p>1.3.5 In addition to the case presented in the recommendation form, the relevant Deputy Vice-Chancellor will consider:</p> <ul style="list-style-type: none"> <li>the degree of distinction of the nominee's intellectual and scholarly contributions to the Profession or Industry and the extent to which they have been sustained and outstanding;</li> </ul>	Deputy Vice-Chancellor and Vice-President

Procedure steps	Responsibility
<ul style="list-style-type: none"> <li>other forms of service to the University, Profession, or Industry;</li> <li>the period of time during which such contributions and services were made or rendered to the University, Profession, or Industry.</li> </ul>	
<p>1.4 Recommendation for a Visiting Academic</p> <p>1.4.1 Recommendation for a visiting appointment must be made by a Head of School / Dean or Director of Centre/Institute.</p>	Head of School / Dean
<p>1.4.2 The recommendation will include a completed Honorary, Adjunct and Visiting Recommendation form, and a current copy of the nominee's full Curriculum Vitae, detailing their significant record of achievement in their field.</p> <p>To satisfy Immigration requirements an international visiting academic must demonstrate a significant record of achievement in their field, which is established if an applicant provides evidence that their research has been published in reputable academic journals or other serial publications. Suitable for a person who holds a title of Professor, Associate Professor, Principal Research Fellow, Research Fellow or equivalent senior rank.</p>	
<p>1.4.3 The nomination form must also include:</p> <ul style="list-style-type: none"> <li>the duties and responsibilities of the proposed appointee; including the objective of proposed visit or details about the research project the Visiting Academic will be involved in;</li> <li>how the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;</li> <li>the benefits that will flow through to the College / School from the appointment; and</li> <li>period of appointment;</li> <li>required visa and associated approximate costs (travel and accommodation support);</li> <li>the name, relationship and date of birth of any family members who will accompany the Visiting Academic during their stay.</li> </ul>	
<p>1.4.4 Visiting appointments are approved by the Deputy Vice-Chancellor and submitted via the Central Recruitment Unit.</p>	Deputy Vice-Chancellor via Contract Management team

Procedure steps	Responsibility
<p>1.5. Recommendation for an Adjunct appointment</p> <p>1.5.1 Recommendation for an Adjunct appointment must be made by a Head of School / Dean or Director of Centre/Institute; endorsed by a Professor of the University.</p>	Head of School / Dean
<p>1.5.2 The recommendation will include a completed Honorary, Adjunct and Visiting Recommendation form; a copy of the nominee's Curriculum Vitae; and references. Normally three references including one from a Professor at either RMIT University or another institution and two references external to RMIT are required. However, if the staff member has been employed on a fixed term or continuing basis by RMIT for the previous two years, one reference from a Professor at RMIT University or another institution is sufficient.</p>	
<p>1.5.3 The form must include:</p> <ul style="list-style-type: none"> <li>the proposed duties and responsibilities;</li> <li>how the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;</li> <li>the benefits that will flow through to the College / School from the appointment; and</li> <li>period of appointment;</li> <li>any overheads;</li> <li>three references, including one from a Professor at either RMIT University or another institution and two referees external to RMIT.</li> </ul>	
<p>1.5.4 Adjunct appointments are approved by the relevant Deputy Vice-Chancellor and submitted via Human Resources.</p>	Deputy Vice-Chancellor via Human Resources
<p>1.5.5 In addition to the case presented in the recommendation form, the relevant Deputy Vice-Chancellor will consider:</p> <ul style="list-style-type: none"> <li>the degree of distinction of the nominee's intellectual and scholarly contributions to the Profession or Industry and the extent to which they have been sustained and outstanding;</li> <li>other forms of service to the University, Profession, or Industry;</li> </ul>	Deputy Vice-Chancellor

Procedure steps	Responsibility
<ul style="list-style-type: none"> <li>the period of time during which such contributions and services were made or rendered to the University, Profession, or Industry.</li> </ul>	
<p>1.6 Recommendation for an Associate / Clinical Associate appointment</p> <p>1.6.1 Recommendation for an Associate / Clinical Associate appointment must be made by a Head of School / Dean or Director of Centre/Institute; endorsed by a Professor of the University.</p>	Head of School / Dean
<p>1.6.2 The recommendation will include a completed Honorary, Adjunct, Associate, Visiting and Associate Recommendation form, and a current copy of the nominee's Curriculum Vitae.</p>	
<p>1.6.3 The form must include:</p> <ul style="list-style-type: none"> <li>the proposed duties and responsibilities;</li> <li>how the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;</li> <li>the benefits that will flow through to the College / School from the appointment; and</li> <li>period of appointment;</li> <li>any overheads.</li> </ul>	
<p>1.6.4 Associate / Clinical Associate appointments are approved by the relevant Deputy Vice-Chancellor and submitted via Human Resources.</p>	Deputy Vice-Chancellor via Human Resources
<p>1.6.5 In addition to the case presented in the recommendation form, the relevant Deputy Vice-Chancellor will consider:</p> <ul style="list-style-type: none"> <li>the degree of distinction of the nominee's intellectual and scholarly contributions to the Profession or Industry and the extent to which they have been sustained and outstanding;</li> <li>other forms of service to the University, Profession, or Industry;</li> <li>the period of time during which such contributions and services were made or rendered to the University, Profession, or Industry.</li> </ul>	Deputy Vice-Chancellor
<p>1.7. Recommendation for a Senior Industry Fellow appointment</p>	





Procedure steps	Responsibility
1.8.4 Vice-Chancellor's Innovation Professor appointments are approved by the Vice-Chancellor and President, on recommendation of the nomination review committee, and submitted to Human Resources for processing.	Vice-Chancellor and President
1.8.3 The instrument of appointment must include: <ul style="list-style-type: none"> <li>the expected duties and responsibilities;</li> <li>term of appointment (not exceeding 3 years, renewable);</li> <li>any overheads.</li> </ul>	Human Resources
<b>2. Additional information</b>  2.1 In all appointments the delegated authority to approve appointment may seek further and supporting information about the nominee from the person making the nomination or from other persons.	Delegated authority
<b>3. Confidentiality</b>  3.1 All applications must be treated in strictest confidence.	All persons involved in process  Human Resources
<b>4. Offer and Acceptance of Offer</b>  4.1 Upon approval from the delegated authority, Human Resources confirm award/appointment in writing.  Written advice should contain (as appropriate): <ul style="list-style-type: none"> <li>the honorary nature of appointment;</li> <li>the organisational unit within which the appointee will work;</li> <li>the duration of the appointment;</li> <li>the supervisor of the appointee;</li> <li>the duties of the position;</li> <li>the support given to appointee;</li> <li>entitlements and obligations;</li> <li>the ownership of intellectual property;</li> <li>any special conditions relating to the appointment (including visa, insurance);</li> <li>if a visiting academic is being sponsored, health insurance obligations that the appointee must adhere to.</li> </ul>	Human Resources

Procedure steps	Responsibility
4.2. An honorary or visiting appointee must sign the letter of offer, accepting the conditions of appointment, and return it with other relevant paperwork to Human Resources prior to commencement.	Appointee
<b>5. Extension / Renewal of Appointment</b>  5.1 Extension or renewal of appointment may apply to all positions other than Emeritus Professor and Honorary University Fellow.	
5.2 Quarterly reports from Human Resources are sent out to Head of School and the relevant Deputy Vice-Chancellor advising of expiring appointments.	Human Resources
5.3 Extension or renewal of an honorary or visiting position is by application only and must be made prior to the expiration of the current term of appointment.	Head of School/Dean
5.4 The approved application should be received by Human Resources at least three months prior to the expiration of the current term of appointment.	Head of School/Dean
5.5 Extension or renewal applications are to be provided to the delegated authority who approved the original application for consideration, with a statement addressing how the School / College/ Portfolio has realised the expected benefits from the appointment, and any change to the duties, terms of appointment.	Delegated authority
5.6 Human Resources will then provide a renewal letter to the appointee notifying them of the details.	Human Resources
5.7 An honorary or visiting appointee must sign the letter of offer, accepting the conditions of appointment, and return it with other relevant paperwork to Human Resources.	Appointee
5.8 Application for an honorary or visiting appointment following a break in honorary service must be made via a new application form.	
<b>6. Termination and due to end</b>	

Procedure steps	Responsibility
6.1 Honorary and visiting appointments that have a formal end date and are not renewed will expire at the end of the term.	
6.2 Appointees will be advised in writing by Human Resources via a 'due to end' letter.	Human Resources

## Supporting documents and information

### Related policy

- Honorary and visiting academic appointment policy

### Supporting procedures and guidelines

- Honorary, adjunct, visiting and associate academic appointment and Senior Industry Fellow form
- Extension of honorary, adjunct, visiting and associate academic and Senior Industry Fellow appointment form
- Emeritus professor nomination form
- Honorary University Fellow nomination form

## Accountability

<b>Revision number</b>	V 1.4	<b>Policy Owner</b>	Chief Operating Officer
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