

# Adjunct, Honorary or Visiting Academic Appointments

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### 1.0 Purpose

This Procedure outlines the processes by which Griffith University (the University) supports Adjunct, Honorary and Visiting academic appointments. These individuals significantly contribute to teaching, research, academic programs, and professional leadership in a collaborative partnership with the University.

These appointments are unpaid appointments.

The Procedure is designed to facilitate these appointments in alignment with the University's policies, procedures and practices, and to ensure appropriate transparency and due diligence.

This Procedure also assists the University in fulfilling its obligations under the Foreign Influence Transparency Scheme Act 2018 by ensuring appointees' registrable activities are declared to the University.

### 2.0 Scope

This Procedure specifically addresses Adjunct, Honorary and Visiting academic appointments to the University. Adjunct, Honorary and Visiting academic appointments are not eligible to receive remuneration.

If the nature of the engagement does not meet the criteria outlined below, this procedure is not applicable, and the individual will need to be engaged as an employee.

Conferral of the Emeritus Professor title is covered in the Professor Emeritus Policy and Guidelines.

### 3.0 Procedure

Appointment to an Adjunct, Honorary or Visiting academic role will depend on the strategic value to the University and the contribution currently being made or expected to be made by the nominee to teaching and/or research.

The University confers academic titles of recognition to acknowledge the existence of a collaborative relationship. The academic titles are used in the following ways:

- Adjunct or Honorary or Visiting Professor

- Adjunct or Visiting Associate Professor
- Adjunct or Visiting Senior Lecturer
- Adjunct or Visiting Lecturer
- Adjunct or Visiting Associate Lecturer
- Visiting Scholar (for students)
- Adjunct or Visiting Fellow
- Industry Fellow

'Fellow' may be the title of choice when the primary role will be to perform or support specific research or teaching activities. For research related appointments these will be made at the appropriate level of Principal Research Fellow, Senior Research Fellow, or Research Fellow.

The University is committed to the equity and diversity of these appointments, including enhancing the representation of:

- Aboriginal and Torres Strait Islander people
- Women in Science, Technology, Engineering, Maths and Medicine (STEMM)
- People with disabilities
- LGBTQIA+ people
- People from culturally and linguistically diverse backgrounds.

The academic titles listed above are the definitive set of titles to be used within the University. This procedure does not apply to the following categories of staff:

- Health and medical professionals, as their positions are conferred by the relevant Group Pro Vice Chancellor up to Senior Lecturer level, and Senior Promotions Committee at Associate Professor and Professor levels, following advice from the Academic Titles Committee.

Processes are as outlined in the Academic Titles Policy and Guidelines: Award of Academic Status to Externally Funded Health and Medical Professionals.

### **3.1 Adjunct appointments**

Adjunct appointments establish or strengthen significant links with industry, the professions and the broader community, other research institutions, other Universities and retired academic staff whose expertise and contribution will benefit the teaching and/or research, or other approved activities of the University.

The nominee is not normally a current staff member of the University but there may be an exemption for fractional appointments below the Excellence in Research for Australia (ERA) threshold. The nominee can simultaneously hold a position in another government institution, a research agency, the private sector, not for profit sectors, or another University, or may be retired; having held such a position or having been an academic staff member of this University.

Adjunct appointments are generally made for a period of no less than two years and up to three years. In special circumstances, such as in contractual appointments with a cooperative research centre, appointments may be extended for a longer period.

Appointees contribute to the University's academic activities without remuneration in the form of salary. However, they may receive compensation from the University for other responsibilities, such as academic casual work (e.g. tutoring) or from research-generated funds or consulting activities.

The appointee's role within the Element is determined in consultation with the relevant Group Pro Vice Chancellor, and they are accountable to the Head/Director of the Element, or another officer designated by the Group Pro Vice Chancellor.

Appointees may use Element facilities and resources as arranged with the Head/Director, and they may also access library resources for duties related to their role. However, appointees are not eligible for Academic Committee membership, and eligibility for School Committee or similar committees is decided by the Head/Director.

The appointee may be eligible, subject to normal approval processes, to serve as an associate supervisor of postgraduate students.

The Group Pro Vice Chancellor retains the authority to terminate the appointment if it is deemed to be in the best interests of the University.

### **3.2 Honorary Professor appointments**

This appointment acknowledges academics of great distinction, international reputation, and an exceptional, ongoing, and sustained track record or excellence in research and scholarship, whose expertise and contribution will be of significant benefit to the University.

Nominees who are not presently affiliated with this University may concurrently hold positions at other universities or research agencies, or they may be retired from such roles.

These positions are subject to the approval of the Provost.

### **3.3 Visiting appointments**

This appointment acknowledges a scholar who makes a substantial commitment to the teaching and/or research to the University. Typically, the appointee is a current academic staff member at another university or research institution.

Appointments are made for the duration of the visitor's stay at this University, which usually spans at least four weeks but generally not exceeding one year. In cases where the immigration department grants a longer visa period, the appointment may extend for a longer term, although not exceeding two years.

The appointment may be full time or part time.

Receiving a stipend or other financial support from the University does not disqualify the visitor from this appointment.

Other conditions of the appointment are the same as for an adjunct and honorary professor appointment.

### **3.4 Application and approval of appointments**

Nomination and approval for the above appointments are made by the appropriate on-line form. They are accompanied by written support containing the following specific information:

- A complete curriculum vitae (CV) detailing the nominee's academic and professional background.
- Information elucidating how the appointment aligns with and contributes to the University's strategic priorities or enhances its utilization of community resources.
- A clear statement delineating the duties and responsibilities associated with the proposed position.
- Evidence of current and (where relevant) past citizenship details.
- A Conflict of Interest Disclosure Statement, outlining any potential conflicts of

interest or affiliations that may impact the appointment.

- Adherence to the University's requirements concerning Foreign Interference laws and relevant procedures, ensuring compliance with these legal considerations.

### 3.5 Nomination process

#### Honorary appointments at the level of Professor

Role	Responsibility
<b>Head/Director of Element</b>	Initiates the nomination and recommends the appointment to the relevant Group Pro Vice Chancellor, with documentation to: <ul style="list-style-type: none"> <li>• indicate the type of appointment,</li> <li>• specify the period of appointment,</li> <li>• include justification for the appointment,</li> <li>• detail financial expenditure, where appropriate e.g., allowances, contractual amounts, and</li> <li>• lists facilities/resources required.</li> </ul>
<b>Relevant Group Pro Vice Chancellor</b>	Recommends the appointment to the Provost.
<b>Provost</b>	Approves and authorises the appointment.
<b>Director, Human Resources</b>	Provides offer of appointment to the nominee.

#### Adjunct and Visiting appointments (including Industry Fellow)

Role	Responsibility
<b>Head/Director of Element</b>	Initiates the nomination and recommends the appointment to the relevant Group Pro Vice Chancellor, with documentation to: <ul style="list-style-type: none"> <li>• indicate the type of appointment,</li> <li>• specify the period of appointment,</li> <li>• include justification for the appointment,</li> <li>• detail financial expenditure, where appropriate e.g., allowances, contractual amounts, and</li> <li>• lists facilities/resources required.</li> </ul>
<b>Relevant Group Pro Vice Chancellor</b>	Approves and authorises the appointment.
<b>Director, Human Resources</b>	Provides offer of appointment to the nominee.

### 3.6 Additional requirements related to Foreign Interference Disclosure

Paid academic staff and specific senior unpaid staff, such as Adjunct, Honorary, and Visiting Appointees, are obligated to report to the University any activities that could potentially necessitate registration under the Foreign Interference Transparency Scheme (FITS).

This scheme mandates the registration of particular activities conducted on behalf of a foreign principal by individuals or entities. Compliance with this requirement is crucial to ensure transparency and adherence to legal obligations regarding foreign influence.

Foreign principals include:

- A foreign government,
- A foreign political organisation,
- A foreign government related entity,
- A foreign government related individual.

Activities that are registrable include:

- Parliamentary lobbying,
- General political lobbying,
- Communications activities,
- Disbursement activity (e.g. payment of money or items of value).

Appointees who have previously held Cabinet Minister roles and recent designated positions, including former Commonwealth politicians, their staff, and senior public servants, carry additional registration responsibilities.

### **3.6.1 Risk Assessment**

Prior to appointment, all unpaid appointees are subject to a review process to assess whether they or their proposed appointment pose any potential risk of foreign interference, as defined by the Scheme. If their responses or circumstances indicate a potential higher risk, these appointees will undergo a more thorough assessment.

Unpaid appointees may be considered higher risk if they meet one or more of the following risk factors:

- They are from a higher-risk country in accordance with the relevant list provided by the Department of Foreign Affairs and Trade.
- They are from a higher-risk institution, i.e., those that do not have institutional autonomy. They have an affiliation with a registered foreign principal (see [Transparency Register](#))
- They declare that they are involved in registrable activities.
- They will be working in a secure facility or in an area deemed to be at-risk for foreign interference.

## **3.7 Appointment offer**

At the commencement of an unpaid appointment, all appointees will receive an appointment offer that outlines the following conditions:

- A declaration that the appointee is bound by the University's policies and procedures, encompassing those governing the use of University systems and data.
- Mandatory training requirements, along with the stipulated timeframe for completion. The specific training needs may vary based on the role, but all appointees are obligated to complete the following within their first month of joining:
  - Conflict of Interest, and

- Cybersecurity.
- Appointees will not be granted access to any University systems prior to receipt of a signed appointment offer.

Records of all unpaid appointments will be systematically retained for documentation and record-keeping purposes.

### 3.8 Requirements during the appointment

The Head or Director of Element, or other designated Supervisor, is responsible for conducting regular reviews with Appointees. Reviews will include:

- Assessment of the progress made regarding the agreed-upon program of work and the provision of any support and resources extended to the appointee.
- Verification of the completion and/or updates to mandatory training requirements.
- Any new or pre-existing declarations related to conflicts of interest.
- Any newly identified or existing activities that may require registration under the Foreign Interference Transparency Scheme.
- Consideration of performance and assessment of the impact of contributions
- Ensuring that the work carried out continues to align with the definition of an unpaid appointment.

Upon the conclusion of the specified period, an appointment will automatically lapse. A subsequent appointment may be considered, contingent on the individual's continued contributions to the Element.

## 4.0 Definitions

**Foreign Interference Transparency Scheme (FITS)** refers to an Australian Government scheme established to 'provide the public and government decision-makers with visibility of the nature, level and extent of foreign influence on Australia's government and political processes. The scheme establishes registration obligations for individuals and entities that undertake certain activities on behalf of foreign principals. Whether or not a person is required to register under the scheme depends on who the foreign principal is, the nature of the activities undertaken, the purpose for which the activities are undertaken and, in some cases, whether the person held a senior public position in Australia.'

(<https://www.ag.gov.au/integrity/publications/factsheet-1-fast-facts>)

**Unpaid Appointment** refers to an Adjunct, Honorary Professor or Visiting Academic.

## 5.0 Information

Title	Adjunct, Honorary or Visiting Academic Appointments Procedure
Document number	2024/0001084
Purpose	The purpose of this Procedure is to provide guidance on the processes surrounding the employment of Adjunct, Honorary and Visiting Staff.
Audience	Staff

Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 4: Quality Education
Approval date	8 November 2023
Effective date	8 November 2023
Review date	2026
Policy advisor	Head, Talent Acquisition
Approving authority	Provost

## 6.0 Related Policy Documents and Supporting Documents

Legislation	Foreign Influence Transparency Scheme Act 2018
Policy	Academic Titles Policy Professor Emeritus Policy Talent Acquisition Policy
Procedures	Academic Employment Handbook