



<b>Responsible Officer</b>	Vice-President, Human Resources		
<b>Contact Officer</b>	Vice-President, Human Resources		
<b>Superseded Documents</b>	<ul style="list-style-type: none"> <li>• Conjoint Appointments Procedure</li> <li>• Visiting Appointments Procedure</li> </ul>		
<b>Review</b>	1 November 2013		
<b>File Number</b>	2016/08652		
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>• Procedure for Conferring Academic Titles</li> <li>• UNSW Code of Conduct</li> <li>• Research Code of Conduct</li> <li>• Intellectual Property Policy</li> <li>• Conflict of Interest Policy</li> </ul>		
<b>Version</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Effective Date</b>
1.3	Administrative update by Acting Head of Governance	18 February 2016	29 February 2016

## 1. Preamble

UNSW may confer an academic title to an individual whose contribution to the University's teaching or research is such that it deserves recognition, or otherwise where a formal academic association is desirable for UNSW.

### 1.1 Purpose

This Policy covers the conferring of all academic titles other than those through the academic appointment and promotion processes, including:

- The types of academic titles that may be conferred;
- The criteria for use of each title; and
- The general conditions and privileges which may be associated with using an academic title at UNSW.

## 2. Scope

This policy replaces previous University policy in relation to the awarding of visiting and conjoint titles at UNSW. It should be read in conjunction with the "*Procedure for Conferring Academic Titles*".

## 3. Definition

### **Academic Title**

An Academic title includes the use of the terms Associate Lecturer, Lecturer, Senior Lecturer, Associate Professor or Professor.

## 4. Policy Statement

The University may confer one of the following academic titles on a person in recognition of their contribution to the teaching or research activities of the University or otherwise where a formal academic association is desirable for UNSW:

<b>TITLE</b>	<b>SUB-TITLE</b>	<b>BACKGROUND OF RECIPIENT</b>
Visiting Academic	A. – C. Visiting Fellow D. Senior Visiting Fellow E. Visiting Professorial Fellow	<ul style="list-style-type: none"> <li>Academic staff from another university (or organisation) who is visiting UNSW</li> </ul>
Conjoint Academic	A. Conjoint Associate Lecturer B. Conjoint Lecturer C. Conjoint Senior Lecturer D. Conjoint Associate Professor E. Conjoint Professor	<ul style="list-style-type: none"> <li>Visiting staff from Australian Research institutes which have a formal affiliation with UNSW</li> <li>Visiting staff from teaching hospitals or area health services which have a formal affiliation with UNSW</li> <li>Other health professional who supports teaching needs on a regular basis or contributes to research</li> </ul>
Adjunct Academic	A. Adjunct Associate Lecturer B. Adjunct Lecturer C. Adjunct Senior Lecturer D. Adjunct Associate Professor E. Adjunct Professor	<ul style="list-style-type: none"> <li>Generally expert in appropriate field from professional practice/industry, including current UNSW Professional &amp; Technical staff</li> <li>Not necessarily academic background</li> <li>An academic from another university who is to have a continuing relationship with UNSW</li> </ul>
Honorary Academic	A. Honorary Associate Lecturer B. Honorary Lecturer C. Honorary Senior Lecturer D. Honorary Associate Professor E. Honorary Professor	<ul style="list-style-type: none"> <li>Retired member of staff of UNSW or another university with whom UNSW wishes to continue to further develop a significant academic association</li> </ul>
Research Academic	A. Associate Lecturer B. Lecturer C. Senior Lecturer D. Associate Professor E. Professor	<ul style="list-style-type: none"> <li>A person who holds a UNSW externally funded fellowship may use the academic title equivalent to their level of appointment</li> </ul>
Emeritus Professor	<ul style="list-style-type: none"> <li>Emeritus Professor</li> </ul>	<ul style="list-style-type: none"> <li>Retiring or retired Professor</li> </ul>
Senior Executive Academic	<ul style="list-style-type: none"> <li>Professor</li> <li>Other approved by President and Vice-Chancellor or Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>May be conferred on non-professorial staff who hold any of the following positions               <ol style="list-style-type: none"> <li>(i) Deputy Vice-Chancellor</li> <li>(ii) Pro-Vice-Chancellor</li> <li>(iii) Dean</li> <li>(iv) other senior executive positions</li> </ol> </li> <li>The title is conferred at the time and for the period of the appointment to the position</li> </ul>

#### 4.1 Award of an Academic Title

The procedure for conferring each type of Academic Title is described in the “Procedure for Conferring Academic Titles”.

#### 4.2 General Conditions and Privileges

The award of an academic title is not an appointment to a position and in no way establishes any employment relationship between the University and the recipient, nor does it alter any existing employment relationship. The award of an academic title does not entitle the recipient to any salary payments or alter any existing salary payments.

When using the conferred title, the full title must be used. The appropriate format for the use of titles is set out in the *“Procedure for Conferring Academic Titles”*.

The title holder will enjoy the precedence and courtesy due to academic staff of the University at the designated academic level. The Head of School (or equivalent) and Dean will determine any other privileges applying to the title holder. These may include:

- the use of space, including office space and access to research facilities;
- access to UNSW IT resources, including computer, email and telephone;
- the right to participate in School/Centre and Faculty meetings and other activities;
- the right to apply through the University to research funding bodies;
- the right to apply for Faculty or other internal UNSW funds;
- approval to supervise research students.

A title holder is not recognised for the purpose of Academic Board or Council elections.

The title holder is responsible to the designated Head of School (or equivalent).

The President and Vice-Chancellor will determine the privileges applying to Senior Executive Positions which carry the title of Professor.

Other than in exceptional circumstances, the award of a title will not normally be for a period of less than 3 months and must be for not more than 3 years (5 years in the case of conjoint titles in the Faculty of Medicine) without a formal review.

A title holder is required to comply with the *UNSW Code of Conduct*, the *UNSW Research Code of Conduct*, the *UNSW Policy on Intellectual Property* (to the extent permitted by a visiting academic's home institution) and other relevant University policies.

#### **4.3 Level of Academic Title**

Recommendations for the level of an academic title must be consistent with the levels expected for paid academic appointments at UNSW. The *“Procedure for Conferring Academic Titles”* describes the processes for justifying the level of academic title and for changing the level of an existing academic title.

#### **4.4 Withdrawal of title**

The University reserves the right to withdraw the academic title and any associated conditions and privileges if the Dean or the Senior Deputy Vice-Chancellor considers that the title holder:

- (a) is no longer contributing sufficiently to the teaching, research and/or community engagement activities of the University; or
- (b) has acted in a way that is inconsistent with the UNSW Guiding Principles as set out in the *B2B UNSW Strategic Intent*; or
- (c) has breached the UNSW Code of Conduct, the UNSW Research Code of Conduct, the UNSW Policy on Intellectual Property or another relevant University policy; or

- (d) has changed or ceased their external employment situation justifying the withdrawal of the academic title.

In instances where the title holder's (external or internal) employment situation changes or ceases, the title holder will be reviewed by the Dean or the Senior Deputy Vice-Chancellor as appropriate to determine whether the conferral of the academic title should also be withdrawn. This will be undertaken with appropriate reference to the contribution of the academic title holder to UNSW and the title holder will be advised accordingly.

An academic title conferred on a Professional & Technical staff member of the University will automatically cease on termination of their employment with UNSW.

## 5. Legal & Policy Framework

The *"Procedure for Conferring Academic Titles"* must be followed in the implementation of this Policy.

## 6. Implementation

### 6.1 Roles & Responsibilities

The Dean in each Faculty is responsible for ensuring that the awarding of academic titles in the Faculty is consistent with this Policy. The approving authority for each case rests with either the Dean, the Senior Deputy Vice-Chancellor or the President and Vice-Chancellor as is set out in the *"Procedure for Conferring Academic Titles"*.

### 6.2 Support & Advice

Ongoing advice on the application of this policy and the *"Procedure for Conferring Academic Titles"* may be sought from the Human Resources Consultant in each Faculty or Division.

### 6.3 Communication

UNSW staff and affiliates will be informed of this Policy via myUNSW and news@unsw, as well as through the Academic Board. Deans, Heads of Schools and other senior academic staff will be advised of this Policy by relevant staff in Human Resources.

## 7. Review

This Policy will be reviewed every three years.

## 8. Acknowledgements

The assistance of the University of Sydney's *Policy on Conferring of All Academic Titles* in the development of this Policy is acknowledged.

## Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice-Chancellor	2 November 2010	1 November 2010	
1.1	Administrative update by the Head, Governance Support	27 March 2013	27 March 2013	Position titles updated in Section 4, 4.2, 4.4 and 6.1
1.2	Administrative update by Acting Head of Governance	24 November 2015	24 November 2015	Amendment to Responsible Officer and Contact Officer.
1.3	Administrative update by the Acting Head of Governance	18 February 2016	29 February 2016	Administrative update to senior leadership positions

Archived Document