

CONFERRING ACADEMIC TITLES PROCEDURE

Policy Hierarchy link	Conferring Academic Titles Policy		
Responsible Officer	Vice-President, Human Resources		
Contact Officer	Vice-President, Human Resources		
Superseded Documents	<ul style="list-style-type: none"> • Conjoint Appointments Procedure • Visiting Appointments Procedure 		
Review	1 November 2013		
File Number	2015/37886		
Associated Documents	<ul style="list-style-type: none"> • Code of Conduct • Research Code of Conduct • Intellectual Property Policy • Conflict of Interest Policy • HR20 – Conferral of Academic Title Proposal Form • Faculty of Medicine 'Application for Conjoint Status' form • Living Expenses for Visiting Academics 		
Version	Authorisation	Approval Date	Effective Date
1.3	Administrative update by Acting Head of Governance	27 November 2015	27 November 2015

1.0 Overview of Procedure for Conferring Academic Titles

1.1 This Procedure supports the *Policy on Conferring of Academic Titles* which identifies the following approved academic titles:

- a) Senior Executive Academic
- b) Emeritus Professor
- c) Adjunct Academic
- d) Conjoint Academic
- e) Honorary Academic
- f) Visiting Academic
- g) Research Academic

1.2 The appropriate title, sub-title and the approving authority for the conferral of all academic titles other than those through the academic appointment and promotion processes is set out in Appendix A.

1.3 Academic title holders will be expected to use one of the following formats:

[First Name] [Surname], [Conferred Academic Title] UNSW
 OR
 [Conferred Academic Title] [First Name] [Surname], UNSW

Example: Conjoint Associate Professor

Dr Jane Smith, Conjoint Associate Professor UNSW
 OR
 Conjoint Associate Professor Jane Smith, UNSW

Where a person holds more than one title (for example Emeritus Professor and Adjunct), they should use one or the other title as they consider appropriate, not both titles.

2.0 Initial Conferral of Academic Title

- 2.1 A request for the conferral of an academic title will normally be submitted to the Faculty Dean by the relevant Head of School/Centre Director or divisional unit manager via a HR20 – Conferral of Academic Title Proposal Form ([RTF](#) or [PDF](#)) or, for the award of a conjoint academic title in the Faculty of Medicine via a Faculty of Medicine 'Application for Conjoint Status' form ([PDF](#)). The Faculty Dean will either make a decision on the proposal (for titles at Level A – C) or provide a recommendation (for titles at Level D – E) to the Vice-President and Deputy Vice-Chancellor (Academic) who will make a final determination. The President and Vice-Chancellor is required to approve all proposals for conferral of the title of Professor on senior executive employees of the University and on conferral of the title of Emeritus Professor.
- 2.2 Recommendations for level of academic title must be consistent with the levels expected for academic appointments at UNSW. The level of title needs to be justified and determined on the basis of work history and achievements and the total combination of contributions made, and expected to be made, to the School/Centre, Faculty and/or to the University. Appropriate referees should be nominated except where the proposed title holder holds or has recently held an academic appointment at a G08 or comparable overseas University.
- 2.3 Where it is recommended that an existing or potential UNSW Professional & Technical staff member be conferred an academic title, a recommendation from the Head of School/Centre Director or divisional unit manager should be submitted to the Vice-President and Deputy Vice-Chancellor (Academic), via the Faculty Dean, who will make a final determination.
- 2.4 Retrospective proposals for the conferral of an academic title will not be considered by the University.

3.0 Review and Extension

- 3.1 The conferral of an academic title must be reviewed formally at least every 3 years (at least every 5 years in the case of conjoint titles in the Faculty of Medicine).
- 3.2 The process for conferring an academic title for a further period will be the same as set out in section 2.0 above. Any recommendation or decision to extend the period of conferral of an academic title must include justification based on the individual's contribution to the School/Centre, Faculty and/or to the University during the period of holding the academic title, projected future contribution and any resource implications on the School/Centre, Faculty or University.
- 3.3 With the exception of conjoint title holders in the Faculty of Medicine or where the Vice-President and Deputy Vice-Chancellor (Academic) determines otherwise, requests for changes to the level of the academic title will be restricted to the time of review and extension set out in 3.1 above.
- 3.4 Conjoint title holders in the Faculty of Medicine can be promoted to a higher level via the UNSW academic promotion track. In this situation, the timing of application for promotion will be determined by the UNSW timetable.
- 3.5 With the approval of the Vice-President and Deputy Vice-Chancellor (Academic) and the Vice-President and Deputy Vice-Chancellor (Research) the level of an academic title may be altered to the relevant equivalent level in recognition of any promotion arising from rigorous processes undertaken by a relevant external body such as NH&MRC or in accordance with Faculty and/or UNSW policy.

4.0 Withdrawal of Title

The University reserves the right to withdraw the academic title and any associated conditions and privileges in accordance with the *Policy on Conferral of Academic Titles*. The University may, but is not obligated to, give reasons for withdrawing an academic title.

5.0 Visa Requirements for International Academics Visiting Australia

- 5.1 All international academics visiting Australia are required to obtain a valid visa prior to entering Australia and will also need to make their own arrangements for suitable health and travel insurance.
- 5.2 Guidance on the most appropriate visa for each Visitor's situation should be obtained from the Australian Department of Immigration and Citizenship (DIAC) website <http://www.immi.gov.au/> or the Australian consulate office in the Visitor's home country. A tourist visa is not suitable and is not recommended for visiting academics.
- 5.3 The suggested visa type for each period of visiting Australia is contained in the following table:

Period of time in Australia (continuous)	Visa	Documentation required by Visitor for Department of Immigration & Citizenship
< 3 months	<ul style="list-style-type: none">• Temporary work (short stay activity) visa (subclass 400)• Visitor (subclass 600)• ETA (subclass 601)• e-Visitor (subclass 651)	Letter of Conferral of an Academic Title from UNSW
3 months - 2 yrs	Training and Research (subclass 402) visa (Research Stream)	<ul style="list-style-type: none">• Letter of Conferral of an Academic Title from UNSW• Completed visa Application form

It should be noted that it is the period of time to be spent in Australia that determines the visa required, not the length of time for which the visiting academic title is conferred. Therefore, a person conferred the title of Visiting Fellow for 2 years may only require the ETA or Temporary work visa (subclass 400) if they only intend to actually visit Australia for less than three months.

As soon as the possible conferral of a visiting academic title for an academic from an overseas institution is considered, information regarding Visa options should be sought from the Faculty HR Consultant. Seeking early assistance will minimise delays in visa processing.

- 5.4 The Department of Immigration and Citizenship (DIAC) places restrictions on the type of work that can be undertaken by visiting international academics who hold the above visa types, and particularly those who hold 402 visas. There are industrial relations and employment issues and potential risk of breaching visa regulations surrounding Visiting Academics undertaking activities other than as described in the DIAC policy.
- 5.5 The DIAC policy permits visiting academics on 402 visas to teach on an informal basis (e.g. one-off guest lectures) during their visit provided it is not the main purpose of their stay and it remains an incidental component of their observing, or participating in, research.

5.6 Under DIAC guidelines, the main purpose of a visiting international academic's stay is to be 'observing, or taking part in, research', which generally implies that the research project:

- has already been established;
- is being carried on by the inviting institution; and therefore
- already involves other academics at the inviting institution as well as the visiting academic.

5.7 The subclass402 visa is not intended for individuals taking up paid appointments with an institution as such appointments do not constitute a 'visit'.

5.8 Generally, it may be expected that Visiting Academics from overseas will be persons on sabbatical (or similar) leave from their current academic appointment. DIAC Officers may request evidence of such leave from the Visiting Academic's home institution.

5.9 For information, advice or assistance with the visa application process, please contact DIAC or the nearest Australian Embassy. Please note that UNSW staff members are not qualified to provide immigration advice or assistance. For DIAC contact details please visit: <http://www.immi.gov.au/contacts/>.

Archived Version

TITLE	SUB-TITLE	BACKGROUND OF RECIPIENT	APPROVING AUTHORITY	EMPLOYMENT RELATIONSHIP TO UNSW	FORM
<i>Visiting Academic</i>	A. – C. <i>Visiting Fellow</i> D. <i>Senior Visiting Fellow</i> E. <i>Visiting Professorial Fellow</i>	<ul style="list-style-type: none"> Academic staff from another university (or organisation) who is visiting UNSW 	<ul style="list-style-type: none"> Dean (for levels A – C) Vice-President and Deputy Vice-Chancellor (Academic) (for levels D – E) 	<ul style="list-style-type: none"> No employment relationship with UNSW 	<ul style="list-style-type: none"> HR20
<i>Conjoint Academic</i>	A. <i>Conjoint Associate Lecturer</i> B. <i>Conjoint Lecturer</i> C. <i>Conjoint Senior Lecturer</i> D. <i>Conjoint Associate Professor</i> E. <i>Conjoint Professor</i>	<ul style="list-style-type: none"> Visiting staff from Australian Research institutes which have a formal affiliation with UNSW Visiting staff from teaching hospitals or area health services which have a formal affiliation with UNSW Other health professional who supports teaching needs on a regular basis or contributes to research 	<ul style="list-style-type: none"> Dean (for levels A – C) Vice-President and Deputy Vice-Chancellor (Academic) (for levels D – E) 	<ul style="list-style-type: none"> No employment relationship with UNSW 	<ul style="list-style-type: none"> HR20 Faculty of Medicine – Application for Conjoint Status form
<i>Adjunct Academic</i>	A. <i>Adjunct Associate Lecturer</i> B. <i>Adjunct Lecturer</i> C. <i>Adjunct Senior Lecturer</i> D. <i>Adjunct Associate Professor</i> E. <i>Adjunct Professor</i>	<ul style="list-style-type: none"> Generally expert in appropriate field from professional practice/industry, including current UNSW Professional & Technical staff Not necessarily academic background An academic from another university who is to have a continuing relationship with UNSW 	<ul style="list-style-type: none"> Dean (for levels A – C) Vice-President and Deputy Vice-Chancellor (Academic) (for levels D – E or for any UNSW Professional & Technical staff) 	<ul style="list-style-type: none"> No employment relationship with UNSW (except for Professional & Technical staff with a conferred title) 	<ul style="list-style-type: none"> HR20
<i>Honorary Academic</i>	A. <i>Honorary Associate Lecturer</i> B. <i>Honorary Lecturer</i> C. <i>Honorary Senior Lecturer</i>	<ul style="list-style-type: none"> Retired member of staff of UNSW or another university with whom UNSW wishes to continue to further 	<ul style="list-style-type: none"> Dean (for levels A – C) Vice-President and 	<ul style="list-style-type: none"> No employment relationship 	<ul style="list-style-type: none"> HR20

	D. <i>Honorary Associate Professor</i> E. <i>Honorary Professor</i>	<i>develop a significant academic association</i>	<i>Deputy Vice-Chancellor (Academic) (for levels D – E)</i>	<i>with UNSW</i>	
<i>Research Academic</i>	A. <i>Associate Lecturer</i> B. <i>Lecturer</i> C. <i>Senior Lecturer</i> D. <i>Associate Professor</i> E. <i>Professor</i>	<ul style="list-style-type: none"> A person who holds a UNSW externally funded fellowship may use the academic title equivalent to their level of appointment 	<ul style="list-style-type: none"> Dean (for levels A – C) Vice-President and Deputy Vice-Chancellor (Academic) (for levels D – E) 	<ul style="list-style-type: none"> Employee of UNSW 	<ul style="list-style-type: none"> Written proposal
<i>Emeritus Professor</i>	<ul style="list-style-type: none"> Emeritus Professor 	<ul style="list-style-type: none"> Retiring or retired Professor 	<ul style="list-style-type: none"> President and Vice-Chancellor 	<ul style="list-style-type: none"> No employment relationship with UNSW 	<ul style="list-style-type: none"> Written proposal
<i>Senior Executive Academic</i>	<ul style="list-style-type: none"> Professor Other approved by President and Vice-Chancellor or Chancellor 	<ul style="list-style-type: none"> May be conferred on non-professorial staff who hold any of the following positions <ul style="list-style-type: none"> (i) Deputy Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) Dean (iv) other senior executive positions The title is conferred at the time and for the period of the appointment to the position 	<ul style="list-style-type: none"> President and Vice-Chancellor Chancellor (if title is to be conferred on the President and Vice-Chancellor) 	<ul style="list-style-type: none"> Employed by UNSW in senior executive position 	<ul style="list-style-type: none"> Written proposal

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	22 March 2013	22 March 2013	Section 5.3, 5.4, 5.5 and 5.7 updated to reflect the change in DIAC visas Position titles updated in Section 2.1, 2.2, 2.3, 3.3, 3.5,
1.2	Administrative update by the Head, Governance Support	10 April 2013	10 April 2013	Section 5.3, changes to visas < 3 months
1.3	Administrative update by Acting Head of Governance	27 November 2015	27 November 2015	Amendments to the Responsible Officer and Contact Officer.