



APPOINTMENT OF VISITING AND HONORARY ACADEMICS PROCEDURE

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Relevant Legislation & External Documents:			
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Contents

1	Introduction	3
2	Purpose of Procedure	3
3	Nomination and Application Process.....	3
4	Consideration by the Visiting/Honorary Nomination Committee.....	4
5	Letter of Invitation	5
6	Conclusion of Appointment	6
7	Roles & Responsibilities	6
8	Version Control and Change History	7



1 Introduction

1. This procedure supports the implementation of the Appointment of Visiting and Honorary Academics Policy and must be read in conjunction with that document.

2 Purpose of Procedure

1. This document outlines the procedure for consideration and approval of visiting and honorary academic and Visiting Research Associate appointments, excluding honorary clinical academic appointments (refer to the Appointment of Honorary Clinical Academics Procedure).

3 Nomination and Application Process

1. The candidate and Head of School or Director of Research Institute will consult and discuss the following:
 - 1.1. the University's needs;
 - 1.2. the potential candidate's qualifications, expertise, skills and knowledge;
 - 1.3. the potential candidate's availability;
 - 1.4. specific roles and responsibilities to be undertaken in order to contribute to the achievement of the University's strategic goals and enhance the University's teaching, research and/or community activities;
 - 1.5. identification of potential need for academic leader/mentor and/or opportunities to mentor University staff;
 - 1.6. proposed level of appointment based on the Criteria for Assessing the Level of Visiting and Honorary Academic Appointments in the Appointment of Visiting and Honorary Academics Policy;
 - 1.7. identification of the support required;
 - 1.8. details of any affiliations with or financial involvement of any organisation or entity with a direct interest in the potential candidate's proposed contribution to the University; and
 - 1.9. compliance with the University's Code of Conduct, policies and procedures.
2. Candidates are to complete the Request to Invite a Visiting or Honorary Academic Form and address Appendix 1 of the Appointment of Visiting and Honorary Academics Policy - Criteria for Assessing the Level of Visiting and Honorary Academic Appointments, demonstrating achievements relevant to the visiting or honorary appointment in the following categories applicable to the Level of appointment sought:
 - a. Teaching experience;
 - b. Research and innovation;
 - c. Service and engagement.
3. Applications must clearly articulate the contribution that will be made to the University during the appointment in accordance with Appendix 2 of the Appointment of Visiting and Honorary Academics Policy - Contributions of Visiting and Honorary Appointments.
4. Applications must also include a current Curriculum Vitae with a complete list of publications/journal articles.



5. Applications must include all supporting documentation as specified in the Request to Invite a Visiting or Honorary Academic Form. Documentation requirements vary depending on the candidate being international, domestic or an alternate appointment (e.g. United Nations – Nippon Foundation Fellowship).
6. Applications must include any request for financial assistance in accordance with the Appointment of Visiting and Honorary Academics Policy.
7. The Head of School or Director of Research Institute must send the Request to Invite a Visiting or Honorary Academic Form to the Executive Dean or Executive Director of Research Institute for assessment and recommendation.
8. For visiting research associate applications in accordance with (a) or (b) of the definition in the policy, the Executive Dean or Executive Director of Research Institute can approve and forward to the HR Help Desk in Human Resources for issuing the letter of invitation (refer Section 5). Visiting research associate applications in accordance with (c) of the definition in the policy must be approved by the Deputy Vice-Chancellor (Research and Innovation). These applications may be considered at any time.
9. For visiting and honorary academic applications, the Executive Dean or Executive Director of Research Institute will consider the application and the contribution to the University's strategic goals. If supported, the application will be forwarded to the HR Help Desk in Human Resources for consideration by the Visiting/Honorary Nomination Committee at its next available meeting (refer to Section 4). If the Executive Dean or Executive Director of Research Institute does not support the application, the Head of School or Director of Research Institute will be notified accordingly. The Head of School or Director of Research Institute will advise the unsuccessful candidate in writing of the outcome.
10. The Human Resources Division will prepare the papers for consideration by the Visiting/Honorary Nomination Committee in accordance with the committee schedule (refer to Section 4.1).
11. The Visiting/Honorary Nomination Committee will consider applications for visiting and honorary academics and recommend to either approve or not approve. The Visiting/Nomination Committee may seek further information from the Faculty or Research Institute through the Committee Secretary prior to making a recommendation. The Deputy Vice-Chancellor (Research and Innovation) will either approve or not approve appointments on recommendation of the committee.
12. Host faculties seeking a visiting and honorary appointment to a further term will need to complete a new application by completing the Request to Invite a Visiting or Honorary Academic Form in accordance with the nomination and application process in this procedure. In addition to the normal nomination and application process, applicants must clearly demonstrate their record of achievements against the agreed program of work and/or services during the current appointment, in accordance with Appendix 2 of the Appointment of Visiting and Honorary Academics Policy - Contributions of Visiting and Honorary Appointments. Applications for a further term must be planned and submitted in sufficient time for the consideration of the application by the Visiting/Honorary Nomination Committee prior to the expiry of the current appointment.

4 Consideration by the Visiting/Honorary Nomination Committee

1. The Visiting/Honorary Nomination Committee will normally meet to discuss and consider applications up to three (3) times each year in accordance with the schedule published on My HR and the UOW Schedule of Committee Meetings. The meetings (if required) would normally take place on the first Tuesday of February, June and October.



2. In extenuating circumstances where the visiting or honorary appointment requires consideration outside the normal Visiting/Honorary Nomination Committee cycle the Executive Dean or Executive Director of Research Institute will provide detail of the extenuating circumstances with the application and forward to the HR Help Desk for consideration by the Deputy Vice-Chancellor (Research and Innovation).
3. The Visiting/Honorary Nomination Committee will comprise the following committee members:
 - a. Deputy Vice-Chancellor (Research and Innovation) or nominated representative as Chair;
 - b. Deputy Vice-Chancellor (Education) or nominated representative;
 - c. Deputy Vice-Chancellor (Global Strategies) or nominated representative;
 - d. Three Professors or Associate Professors appointed by the Vice-Chancellor, ensuring that the committee composition appropriately represents a diversity of disciplines; A representative from the Human Resources Division will act as Executive Officer.
4. The Visiting/Honorary Nomination Committee should have appropriate gender balance. No more than two-thirds (or the nearest whole number) of the Committee should be constituted by any one gender. If this is not possible due to the gender of appointees to the positions, the Chair will act as the Employment, Equity and Diversity (EED) observer.
5. Visiting/Honorary Nomination Committee members do not vote for candidates from their own faculty/research institute.
6. The Executive Officer of the Committee will coordinate voting which may be submitted electronically prior to the meeting date. Where the votes are unanimously in favour of the appointment, the application is not required to be discussed at a Committee meeting, and will be automatically recommended to the Deputy Vice-Chancellor (Research and Innovation) for approval.
7. For an application to be successful, there must be a two-thirds majority (or the next highest whole number) of those present voting in favour.
8. The Committee requires a quorum of five (5) people. If any committee member is unable to attend at the times required, the Deputy-Chancellor (Research and Innovation) or Vice-Chancellor shall appoint an appropriate replacement to ensure the Committee meets the timetable.
9. The Deputy Vice-Chancellor (Research and Innovation) will approve appointments on recommendation of the Committee.
10. The Executive Officer will coordinate notification to the Executive Dean or Executive Director of Research Institute in the first instance, followed by communication with successful and unsuccessful candidates.
11. There is no appeals process against decisions of the Visiting/Honorary Nomination Committee. The Executive Dean or Executive Director of Research Institute may discuss the assessment of the application with the Chair of the Committee.

5 Letter of Invitation

1. Human Resources Division will issue letters of invitation to successful candidates.
2. The letter of invitation must be accepted and signed by the appointee and returned to Human Resources Division prior to the commencement of duties.



6 Conclusion of Appointment

1. The visiting or honorary appointment will conclude on the end date specified in the letter of invitation unless terminated earlier in accordance with the Appointment of Visiting and Honorary Academics Policy.
2. Recommendations initiated by the University to terminate a visiting or honorary appointment prior to the end date are to be discussed with the HR Business Partner in the first instance and must be approved by the Deputy-Chancellor (Research and Innovation).
3. The visiting or honorary appointee may terminate the appointment prior to the end date by providing written notice to the Head of School or Director of Research Institute; and/or Executive Dean or Executive Director of Research Institute of the host school/faculty/research institute. The written notice must be submitted to the HR Help Desk in order to terminate the visiting or honorary appointment in the Human Resources system.

7 Roles & Responsibilities

1. In addition to the roles and responsibilities detailed in this procedure:
 - 1.1. The visiting or honorary academic will:
 - a. undertake activities as outlined in their letter of invitation, liaising with the Head of School or Director of Research Institute where appropriate; and
 - b. advise the Head of School or Director of Research Institute to which they are appointed if there are any changes in their circumstances or professional status that may impact on their ability to undertake the activities outlined in the letter of invitation.
 - 1.2. The host Faculty or Research Institute will:
 - a. Liaise with the Facilities Management Division in relation to the allocation of appropriate workstation(s) in advance of the planned arrival of visiting or honorary academics (preferably 12 weeks).
 - 1.3. Committee members of the Visiting/Honorary Nomination Committee will:
 - a. declare any conflict of interest to the Committee Chair (or Vice-Chancellor in the case of the Committee Chair) prior to the Committee meeting;
 - b. consider each application carefully and ensure consistency when considering against Appendix 1 of the Appointment of Visiting and Honorary Academic Policy – Criteria for Assessing the Level of Visiting and Honorary Appointments; and
 - c. be required to maintain confidentiality. The proceedings and all records of meetings of the Committee will be kept confidential to the members, observers (if relevant) and Executive Officer.



8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	15 December 2020	Chief Operating Officer	New procedure to support the Appointment of Visiting and Honorary Academics Policy.
1.2	10 May 2021	Chief Operating Officer	Update of committee structure to current Deputy Vice-Chancellor position and removal of STEM specification in discipline representatives.