

## Monash University Procedure

<b>Procedure Title</b>	<b><u>Adjunct Appointments</u></b>
<b>Parent Policy</b>	<a href="#">Recruitment, Selection and Appointment</a>
<b>Date Effective</b>	3 March 2017
<b>Review Date</b>	3 years from effective date
<b>Procedure Owner</b>	Chief Human Resources Officer
<b>Category</b>	Human Resources
<b>Version Number</b>	7
<b>Content Enquiries</b>	ask.monash or phone Monash HR on 990 20400
<b>Scope</b>	This procedure applies to the appointment of all adjuncts to the University. Normally, such appointments are unpaid.
<b>Purpose</b>	<p>The University's Associated Academic Workforce is comprised of four appointment categories - Adjunct, Emeritus, Eminent Honorary and Sessional.</p> <p>This procedure describes the process for appointing adjuncts and the responsibilities and expectations of adjunct appointees during their time at the University.</p> <p>A person may be appointed as an adjunct if their professional standing or specialist expertise would contribute to the teaching and/or research activities of a particular department or research center in the University. They must have achieved recognition in an area of the teaching and/or research program of the academic or organisational unit in which the appointment will be held.</p>
<b>PROCEDURE STATEMENT</b>	

### 1. Types of adjunct appointments

1.1. The following are teaching and research adjunct appointments:

- Adjunct Lecturer (Level B)
- Adjunct Lecturer (Practice) (Level B)
- Adjunct Senior Lecturer (Level C)
- Adjunct Senior Lecturer (Practice) (Level C)
- Adjunct Associate Professor (Level D)
- Adjunct Associate Professor (Practice) (Level D)

## Monash University Procedure

- Adjunct Clinical Associate Professor (Faculty of Medicine, Nursing and Health Sciences) (Level D)
- Adjunct Clinical Professor (Faculty of Medicine, Nursing and Health Sciences) (Level E)

1.2. The following are research-only adjunct appointments:

- Adjunct Junior Research Associate
- Adjunct Research Associate (Level A)
- Adjunct Research Fellow (Level B)
- Adjunct Senior Research Fellow (Level C)
- Adjunct Associate Professor (Research) (Level D)
- Adjunct Appointment as a Professor (Research) (Level E)

## 2. Eligibility

2.1. Ordinarily only persons not already employed by the University will be considered for an adjunct appointment. However, an existing staff member may be considered for an unpaid adjunct appointment where the eligibility criteria for an adjunct appointment as set out below are satisfied and the adjunct appointment will not:

- create a conflict of interest for the staff member in their existing employment with the University; and/or
- adversely affect the staff member's performance in their existing employment with the University

2.2. An example of when this may occur is when an academic staff member working within one of the central portfolios seeks an adjunct position within a faculty for the purposes of being included in, and contributing to, the faculty's research network and for the purposes of academic promotion.

### **Eligibility for teaching and research adjunct appointments**

2.3. To be eligible for a teaching and research adjunct appointment, the professional standing and specialist expertise of the proposed appointee must be such that they will make a significant contribution to the teaching and research activities of a particular unit or research centre in the University (or, in the case of a clinical adjunct appointment, in a hospital setting).

2.4. Level B and C teaching and research adjunct appointees must have achieved recognition in an area of the teaching and research program of the unit in which the appointment will be held. Level D and E teaching and research adjunct appointees are expected to have achieved eminence in the relevant area within the unit, with Level E adjunct appointees having an established international reputation in the area.

### **Eligibility for research-only adjunct appointments**

2.5. To be eligible for appointment as an Adjunct Junior Research Associate, a person must be a Monash University graduate research student who is awaiting the outcome of the examination of their PhD thesis and is considered by the head of unit in which the appointment is proposed to be making a significant contribution to the unit.

## Monash University Procedure

- 2.6. To be eligible for appointment to any other research-only adjunct appointment, the professional standing and specialist expertise of the proposed appointee must be such that they will make a significant contribution to the research activities of a particular unit or research centre in the University.
- 2.7. Levels A, B and C research-only adjunct appointees must have achieved recognition in an area of the research program of the unit in which the appointment will be held. Level D and E research-only adjunct appointees are expected to have achieved eminence in the research program of the relevant area within the unit, with Level E adjunct appointees having an established international reputation for research in the area.

### 3. Appointment

- 3.1. Adjunct appointments are for a set period of up to five years and are specific to a particular faculty (or area within the central portfolios).
- 3.2. Normally, adjunct appointments are unpaid appointments. However, from time-to-time during an unpaid adjunct appointment and depending upon the skills available, as well as the needs of the unit, that appointment may be converted to fixed-term part-time employment with the University by mutual agreement between the University and the adjunct appointee. The part-time employment can be for periods of up to three years, at a maximum time intensity of 0.2 of full-time (which notionally is the equivalent of one day per week). In exceptional circumstances, this time fraction could be higher, but must not exceed 0.5 of full-time
- 3.3. If the adjunct appointee already holds a concurrent contract of employment with the University, the following conditions also apply.
  - Conversion of an unpaid adjunct appointment to paid fixed-term part-time employment with the University is not permitted where the adjunct appointee already holds a concurrent full-time contract of employment with the University.
  - The paid adjunct appointee's aggregate fraction of employment with the University must not exceed full-time (ie. a 1.0 employment fraction).
  - The activities performed pursuant to the adjunct appointment must be discrete from and additional to the appointee's concurrent contract of employment with the University.
- 3.4. An unpaid adjunct appointee who enters into a contract of employment with the University in addition to their adjunct appointment (and which is not a conversion to a paid adjunct appointment as described above) will ordinarily be required to vacate the adjunct appointment on commencement of the contract of employment. However, the requirement to vacate the adjunct appointment may be waived in the following circumstances:
  - where the contract of employment is for a sessional teaching associate position (in accordance with the [Recruitment of casual and sessional staff procedure](#)); or

## Monash University Procedure

- where the waiver is approved by:
  - the Provost and Senior Vice-President for unpaid adjunct appointees at Levels A-D or nominee; or
  - the Vice-Chancellor and President for unpaid adjunct appointees at Level E or nominee.

and the duties performed in the contract of employment are discrete from and additional to the adjunct appointment.

### 4. Roles and responsibilities

- 4.1. Teaching and research adjunct appointees are expected to participate in the unit's teaching, research and/or related activities relative to their academic level. For further information, please refer to [teaching and research position classification standards \(including supplementary descriptors for practice roles\)](#).
- 4.2. Research-only adjunct appointees are expected to participate in research and/or related activities of the unit relative to their academic level. For further information, please refer to the [research-only position classification standards](#).
- 4.3. An adjunct appointee must:
  - ensure that there is no conflict of interest between their adjunct appointment at the University and any outside work or activities or their employment with the University (if applicable);
  - comply with the University's intellectual property requirements as outlined in the letter of offer;
  - acknowledge adjunct status in academic attributions related to the adjunct appointment; and
  - attribute their academic publications to the University in accordance with the requirements of the University's [Research Outputs and Authorship Policy and Procedures](#).
- 4.4. An adjunct appointee may:
  - use the adjunct title provided to them, including on a business card and official correspondence; and
  - supervise research higher degree students.
- 4.5. An adjunct appointee may not as part of their adjunct appointment:
  - supervise the performance of a staff member under the University's [Performance development process: academic staff procedure](#);
  - authorise the expenditure of University funds; and/or
  - commit the University to any contractual or other legally binding agreement.

## Monash University Procedure

4.6. Adjunct appointees are required to comply with applicable University policies and procedures, in particular:

- [Research Outputs and Authorship Policy and Procedures](#);
- [Conduct and Compliance Policy and Procedures](#);
- [Information Technology Use Policy – Staff and Other Authorised Users](#);
- [Occupational Health and Safety Policies](#); and
- [Equal Opportunity](#).

## 5. Entitlements

5.1. As already noted, adjunct appointments are normally unpaid appointments.

5.2. Adjunct appointees can be provided with access to University services and support, as appropriate in particular appointments, e.g. email, use of University computing hardware and software, library services, access to relevant research space (laboratory, studio), reimbursement of pre-approved out-of-pocket expenses.

5.3. In exceptional cases, it can be recommended that an unpaid adjunct appointee receive an honorarium payment.

## 6. Appointment Approval Process

### **Step 1: The head of unit proposes an adjunct appointment**

6.1. When a proposed adjunct appointee is identified, the relevant head of unit will:

- ensure that there is no conflict of interest between the candidate's work outside the University or employment within the University and the proposed adjunct contribution to the activities of the unit (for further information on conflict of interest see the [Conflict of interest procedure](#)); and
- ensure that the appointment is being offered at the appropriate academic level relative to the academic classification standard.

6.2. In addition, the head of unit must ensure that the candidate meets the eligibility criteria. For positions that involve teaching, this includes a qualification of at least one [Australian Qualifications Framework \(AQF\) level](#) higher than the program being taught, or equivalent relevant academic and professional or practice-based experience and expertise.

6.3. Where a candidate does not hold the appropriate AQF qualification, the head of unit must consider a range of matters when determining equivalent experience, including (but not limited to):

- the extent to which the candidate's professional experience demonstrates specific knowledge and skills, and their capacity to establish the learning outcomes required of the relevant AQF level;
- the length of time the candidate has spent working in a relevant profession and their leadership and achievements in that field;
- alternative training and/or qualifications and/or awards that demonstrate the candidate's leadership or expertise in the field of education.

## Monash University Procedure

- 6.4. Where required, the HR Business Partner will provide advice and assistance to the head of unit throughout the appointment process.

### **Step 2: The head of unit or HR Business Partner initiates the appointment action**

- 6.5. The head of unit or the HR Business Partner will:
- enter information in support of the application to make an adjunct appointment in the Job Request in Rex; and
  - upload the proposed appointee's curriculum vitae (CV).

### **Step 3: The HR Operations Centre finalises all detailed information in Rex**

- 6.6. The HR Recruitment Team in the HR Operations Centre will:
- complete the remaining information in the Job Request in Rex;
  - confirm that the proposed appointee's curriculum vitae (CV) is uploaded and all required information has been provided in support of the appointment; and
  - initiate the Rex Job Request for the relevant approvers.
- 6.7. Although the required approvals may vary between Faculty/Division, the table below summarises the approvals that are required for all adjunct appointments at the University. Approvers may request additional information clarifying and supporting the case for appointment.
- 6.8. An adviser from the HR Recruitment Team may contact the head of unit to advise they will be coordinating the administration of the appointment from this point on.

### **Step 4: The delegated authority approves the adjunct appointment**

- 6.9. All proposals for adjunct appointments at Level E must be recommended by the dean before being submitted to the Manager, Remuneration and Senior Appointments, Monash HR for approval by the Vice-Chancellor and President, following endorsement of the Provost and Senior Vice-President.

Academic Level	Related Adjunct Titles	Appointment Approver
Levels A to D	<ul style="list-style-type: none"> <li>• Adjunct Lecturer</li> <li>• Adjunct Lecturer (Practice)</li> <li>• Adjunct Senior Lecturer</li> <li>• Adjunct Senior Lecturer (Practice)</li> <li>• Adjunct Junior Research Associate</li> <li>• Adjunct Research Associate</li> <li>• Adjunct Research Fellow</li> <li>• Adjunct Senior Research Fellow (Level C)</li> <li>• Adjunct Associate Professor</li> <li>• Adjunct Associate Professor (Research)</li> <li>• Adjunct Clinical Associate Professor (Faculty of Medicine, Nursing and Health Sciences)</li> <li>• Adjunct Associate Professor (Practice)</li> </ul>	Dean

## Monash University Procedure

Level E	<ul style="list-style-type: none"> <li>• Adjunct Appointment as Professor</li> <li>• Adjunct Appointment as Professor (Research)</li> <li>• Adjunct Clinical Professor</li> </ul>	Vice-Chancellor and President, following endorsement of the Provost and Senior Vice-President
---------	---	---

### Step 5: Monash HR issues the appointment offer

- 6.10. If the appointment is approved, a letter of offer will be generated through Rex by the HR Recruitment Team.
- 6.11. The letter of offer will then be forwarded electronically to the appointee through Rex.
- 6.12. The head of unit will be able to track the progress of the offer in Rex. The HR Recruitment Team will notify the dean and the head of unit when the appointment has been offered and when it has been accepted.

## 7. Honorarium Payment

- 7.1. If during the period of an adjunct appointment, the head of unit wishes to recommend payment of an honorarium payment to the adjunct appointee, the head can make such recommendation by way of written case to the dean.
- 7.2. If the recommendation is supported by the dean, the faculty will forward the written case to their HR Business Partner who will facilitate the approval by the Lead HR Business Partner for payments up to \$5,000, the Director, Workplace Relations for payments up to \$20,000, or the Chief Operating Officer and Senior Vice-President for greater amounts.

## 8. Conversion from Unpaid to Paid Adjunct Appointment

- 8.1. If during the period of an adjunct appointment, the head of unit wishes to recommend conversion to a fixed-term period of paid part-time employment for the adjunct appointee, the head of unit can initiate the process by entering information relating to the part-time employment in a Rex Job Request or advising their HR Business Partner.
- 8.2. The HR Recruitment Team in the HR Operations Centre will then complete the remaining information in the Rex Job Request and ensure that the request is electronically forwarded to the dean of the faculty for approval. Part-time employment arrangements for adjunct appointees at greater than a 0.2 fraction must only be requested in exceptional circumstances and must be approved by the Director, Workplace Relations.
- 8.3. As above, if the part-time arrangement is approved by the dean (and the Director, Workplace Relations, where required), the HR Recruitment Team will generate an amended letter of offer through Rex and forward the offer electronically to the appointee for acceptance.

### Renewal of adjunct appointments

- 8.4. Adjunct appointments may be renewed on the approval of the dean provided it has been less than 10 years since an Adjunct Appointment Nomination has been completed and submitted to the appropriate authorities outlined in the table above. If it has been 10 years since a nomination was fully considered and the head of unit wishes to retain the adjunct, a new Adjunct Appointment Nomination must be completed and submitted in Rex for approval in accordance with the requirements of this procedure.

## Monash University Procedure

- 8.5. The HR Business Partner will facilitate the process for the renewal, non-renewal or reappointment of adjuncts.

## 9. Responsibilities

### Head of unit

- 9.1. The head of unit is responsible for:
- ensuring that there is no conflict of interest between the candidate's work outside the University or employment within the University and the proposed adjunct contribution to the activities of the unit (for further information on conflict of interest see the [Conflict of interest procedure](#));
  - ensuring that the appointment is being offered at the appropriate academic level;
  - confirming the successful candidate has the requisite qualifications or equivalent academic and/or professional experience for the role;
  - entering information in support of the application to make an adjunct appointment in the Rex Job Request;
  - uploading the proposed appointee's CV to Rex; and
  - recommending the payment of an honorarium payment or a period of part-time employment for an adjunct appointee to the dean.

### Dean

- 9.2. The dean is responsible for:
- considering and approving all appointment proposals in Rex at Levels A to D;
  - considering and endorsing appointment proposals at Level E;
  - considering and endorsing a head of unit's recommendation for an honorarium; and
  - approving recommendations from the head of unit that an adjunct appointee convert to a period of fixed-term part-time employment through Rex.

### Vice-Chancellor and President

- 9.3. The Vice-Chancellor and President, acting on the recommendation of the Provost and Senior Vice-President, is responsible for:
- approving appointment proposals at Level E; and
  - approving any unpaid Level E adjunct appointee entering into employment with the University without the requirement to vacate their adjunct appointment.

### Provost and Senior Vice-President

- 9.4. The Provost and Senior Vice President is responsible for:
- endorsing appointment proposals at Level E; and
  - approving any unpaid Level A-D adjunct appointee entering into employment with the University without the requirement to vacate their adjunct appointment.



## Monash University Procedure

### **Chief Operating Officer and Senior Vice-President**

- 9.5. The Chief Operating Officer and Senior Vice-President is responsible for approving honorarium payments by exception that are greater than \$20,000.

### **Monash HR**

#### **HR Business Partner**

- 9.6. The HR Business Partner is responsible for:
- providing advice to the head of unit as required;
  - assisting the head of unit with the appointment requirements in Rex; and
  - facilitating the process for the renewal, non-renewal or reappointment of adjuncts.

#### **HR Recruitment Team, HR Operations Centre**

- 9.7. The HR Recruitment Team in the HR Operations Centre is responsible for:
- completing and finalising all the required information in the Job Request in Rex;
  - all qualifications or equivalent academic and/or professional experience is recorded;
  - confirming that all required documentation is uploaded to Rex for the approver's consideration;
  - ensuring that adjunct appointments at Levels A to D are approved within the requirements of this procedure;
  - generating the letters of offer for appointments, and any part-time employment arrangements, at all academic levels; and
  - ensuring the head of unit and dean are notified of the offer and acceptance of the offer.

#### **Lead HR Business Partner**

- 9.8. The Lead HR Business Partner is responsible for ensuring that honorarium payments are approved within policy.

#### **Manager Remuneration and Senior Appointments**

- 9.9. The Manager, Remuneration and Senior Appointments is responsible for:
- ensuring that adjunct appointments at Level E are approved in accordance with the requirements of this procedure; and
  - reviewing the quality of the appointment documentation at Level E before the appointment is endorsed and approved.

#### **Director, Workplace Relations**

- 9.10. The Director, Workplace Relations is responsible for:
- confirming whether there are exceptional circumstances for a paid adjunct appointment at greater than a 0.2 fraction; and
  - as the delegate of the Executive Director, Monash HR, approving honorarium payments up to \$20,000.

## Monash University Procedure

<b>Responsibility for implementation</b>		
<b>Status</b>	Revised	
<b>Approval Body</b>	<b>Academic Quality and Standards procedure</b>  <b>Name:</b> <b>Meeting:</b> <b>Date:</b> <b>Agenda item:</b>	<b>Operational procedure</b>  <b>Name:</b> Chief Human Resources Officer <b>Date:</b> Effective Date <b>Author:</b> Director, Workplace Relations
<b>Definitions</b>	<p><b>Adjunct appointee:</b> a person who is not a current staff member but who is appointed to contribute their professional standing and specialist expertise to the teaching and/or research activities of a particular department or research centre in the University. Adjunct appointees can be teaching and research or research-only adjunct appointees.</p> <p><b>Conflict of interest:</b> The term ‘conflict of interest’ refers to a situation where a conflict arises for an individual between two competing interests, which are often, but not exclusively, interests of public duty versus private interests. Conflicts of interest may be reasonably perceived, potential or actual. Conflicts of interest can involve financial or non-financial interests of the staff member and the interests of a business partner or associate, family member, friend or person in, or has had a close personal relationship with the staff member. For further information refer to <a href="#">Conflict of Interest procedure</a> (including <a href="#">Conflict of Interest in Research</a>) and <a href="#">Examples of Conflicts of Interest and Guidelines for Action</a> for further information.</p> <p><b>Dean:</b> means the dean of the faculty or executive director of a division or nominee in any case where the dean or director has formally nominated a person to act as their nominee for the purpose.</p> <p><b>Employment:</b> engagement under a contract of employment and excluding unpaid adjunct appointments.</p> <p><b>Head of unit:</b> head of an academic or organisational work unit, for example head of school, head of department or where applicable, a person acting as their nominee.</p> <p><b>Honorarium payment:</b> an ad-hoc payment made in recognition of the contribution made by an adjunct appointee in their unpaid adjunct appointment which is not a payment for “work performed”.</p> <p><b>HR Business Partner:</b> is a key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group</p> <p><b>HR Operations Centre:</b> is a centralised HR team that brings together the HR Advisory, HR Business Support and HR Recruitment functions. The HR Operations Centre delivers a broad range of HR operational services at all stages of the employee lifecycle including recruitment and appointment of staff, staff enquires and contract renewals.</p> <p><b>Lead HR Business Partner:</b> is a leader within Monash HR who provides strategic guidance to a portfolio of client groups across key aspects that relate to organisational and HR strategy.</p>	

## Monash University Procedure

	<p><b>Rex:</b> is Recruitment Express, the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash employees and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.</p> <p><b>Rex Job Request:</b> is the on-line form used to communicate the requirements for a particular position to HR for action</p> <p><b>Unit:</b> refers to an academic or organisational work unit within a faculty and includes schools and departments.</p>
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	<a href="#">Honorary appointments: Professional Staff procedure</a>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Teaching and Research positions</a></li> <li>• <a href="#">Research only positions</a></li> </ul>
<h3>SCHEDULE(S)</h3> <p>Additional mandatory requirements specific to a Faculty or Offshore location <a href="#">Education</a> procedure This field will only be published if required.</p>	
<b>Name of Faculty/Offshore Location</b>	N/A
<b>Procedure Statement</b>	N/A