

# HONORARY APPOINTMENTS (PROFESSIONAL STAFF ACTIVITIES) PROCEDURE

## SCOPE

This procedure applies to the appointment of all honoraries to the University (excluding adjunct appointments), herein collectively referred to as 'you' for the purpose of this procedure.

## PROCEDURE STATEMENT

The University occasionally offers honorary appointments (and an appropriate title) to persons who are usually not current staff of the University ('us', 'our' or 'we') but we seek to engage in order to contribute to our professional staff activities. Honorary appointments are unpaid and may be made for persons of significant standing in the community and/or persons who contribute to the vision of Focus Monash.

### 1. Honorary appointments

- 1.1 Honorary appointments are typically offered for a period of one year but may be up to a maximum term of three years. The length of the appointment will depend on the nature of the contribution and the anticipated time commitment.
- 1.2 You may be conferred a title that is appropriate to denote the honorary appointment and status.
- 1.3 No salary attaches to an honorary appointment. However, you may be reimbursed for reasonable out-of-pocket expenses with prior approval by the Head of Unit. These expenses will normally be agreed at the time of the honorary appointment being offered. Any additional expenses incurred later in the appointment term must be endorsed by the Head of Unit and approved by the Dean (if you are in a faculty) or the Chief Human Resources Officer (if you are in an administrative division). The associated financial liability shall be borne by the budget of the unit concerned.
- 1.4 The unit will arrange and fund:
  - any required office accommodation (including secretarial support, where necessary);
  - an identity card for the purposes of security access, identification and library access; and
  - (where necessary) a car parking permit.
- 1.5 You are required to comply with applicable University policies and procedures, in particular:
  - [Authorship policy](#) and [procedures](#);
  - [Research Outputs Data Collection policy](#) and [procedures](#);
  - [Conduct and Compliance Policy and Procedures](#);
  - [Information Technology Acceptable Use Policy](#);
  - [Occupational Health and Safety Policy](#); and
  - [Equal Opportunity](#).
- 1.6 You are not covered by WorkCover provisions and are required to carry appropriate personal professional indemnity insurance in accordance with our requirements or to specify how you are covered in the event of professional indemnity claims. Our public risk indemnity insurance policies provide cover for the general aspects of honorary appointments.
- 1.7 Honorary appointments may be terminated by the:
  - Dean where the appointment is in the Dean's Faculty; or
  - the Chief Human Resources Officer where the appointment is in an administrative divisionwhen it is considered by the Dean or Chief Human Resources Officer (as applicable) to be in our interests to do so.

## 2. Appointment process

### Step 1: The Head of Unit proposes an honorary appointment

- 2.1 The Head of Unit will prepare a recommendation for an honorary appointment. The recommendation will:
- specify the principal accountabilities of the honorary position;
  - contain details of the nature of the professional commitments and contribution expected to complement the work of the University; and
  - outline any anticipated expenses associated with the position and the campus location/s of the incumbent.
- 2.2 The Head of Unit will then:
- arrange for the basic information regarding the requirements for the position to be included in the Job Request in Rex; and
  - upload the recommendation for the honorary appointment to the Job Request.
- 2.3 The HR Business Partner will provide advice and support to the Head of Unit as required.

### Step 2: Monash HR finalises the recruitment details in Rex

- 2.4 Monash HR will administer the recruitment activity and will contact the Head of Unit to advise they will be coordinating the process from this point on.
- 2.5 Monash HR will;
- complete the remaining information in the Job Request in Rex, and
  - ensure that all necessary documentation is attached.

### Step 3: The delegated authority approves the honorary appointment proposal

- 2.6 The completed Job Request will then be forwarded electronically via Rex to the relevant approvers.

Type of position	Authority to approve position
Honorary appointments in the faculties	Dean
Honorary appointments not in the faculties	Chief Human Resources Officer

- 2.7 In determining whether to approve an honorary appointment, the approver must consider whether the association is in our best interests.

### Step 4: Monash HR issues the formal offer of appointment

- 2.8 If the appointment is approved, Monash HR will:
- generate a letter of offer through Rex;
  - forward the letter of offer and associated documentation to you through Rex; and, where the offer of appointment is accepted;
  - manage the appointment process through to induction and onboarding.

## 3. Breach of procedure

- 3.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

Dean or Executive Director	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.
Head of Unit	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.
Honorary appointee	A person of significant standing in the community or someone who is contributing to the strategic vision of the University and with whom the University seeks to establish a recognised relationship. Honorary appointees may include: <ul style="list-style-type: none"><li>• professional practitioners of standing who can share their expertise and provide related professional services to students and staff of the University;</li><li>• persons able to provide auxiliary services of value to students and staff of the University such as</li></ul>

	<p>chaplaincy or in association with, for example, art or music;</p> <ul style="list-style-type: none"> <li>• qualified persons wishing to gain experience, often, but not always, as part of a requirement for professional certification and registration, and who, in return, contribute to the activities of students and staff; and</li> <li>• in any other circumstances as recommended by the head of unit and referred to the Dean or Executive Director for approval.</li> </ul>
HR Business Partner	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.
Job request	The online form in the e-Recruitment System (Rex) used to communicate the specific requirements for a particular position.
Rex	<a href="#">Recruitment Express</a> , the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash staff, adjuncts, honorary appointments and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.
Unit	An academic or organisational work unit within a Faculty and includes schools and departments.

## GOVERNANCE

Parent policy	<a href="#">Recruitment and appointment</a>
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Adjunct appointments</a></li> <li>• <a href="#">Recruitment of fixed-term and continuing staff</a></li> </ul>
Legislation mandating compliance	
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer -13 October 2017
Endorsement	Director, Workplace Relations – 13 October 2018
Procedure owner	Director, Recruitment, Remuneration & Global Mobility
Date effective	29 October 2018
Review date	13 October 2020
Version	6
Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400