PURPOSE
The University’s Associated Academic Workforce is comprised of four appointment categories - Adjunct, Emeritus, Eminent Honorary and Sessional.

This procedure describes the process for appointing adjuncts and the responsibilities and expectations of adjunct appointees during their time at the University.

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.

SCOPE
This procedure applies to the appointment of all adjuncts to the University. Such appointments are unpaid.

PROCEDURE STATEMENT

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

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.

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 Adjunct appointments are unpaid appointments. An adjunct may, in addition to their adjunct appointment be employed by the university.

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 or engagement 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.
Adjunct Appointees 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 Adjunct appointments are not paid 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 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.

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: Monash HR finalises all detailed information in Rex

6.6 Monash HR 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.

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Related Adjunct Titles</th>
<th>Appointment Approver</th>
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<tbody>
<tr>
<td>Levels A to D</td>
<td>Adjunct Lecturer</td>
<td>Dean</td>
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<td>Adjunct Lecturer (Practice)</td>
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<tr>
<td>Level E</td>
<td>Adjunct Appointment as Professor</td>
<td>Vice-Chancellor and President, following endorsement of the Provost and Senior Vice-President</td>
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<td></td>
<td>Adjunct Clinical Professor</td>
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Step 5: Monash HR issues the appointment offer

6.10 If the appointment is approved, a letter of offer will be generated by the HR Recruitment Team.

6.11 The letter of offer will then be forwarded electronically to the appointee.

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. Renewal of adjunct appointments

8.1 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.

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

Dean

9.1 The dean is responsible for considering and approving all appointment proposals in Rex at Levels A to E; endorsing appointment proposals at Level E and considering and endorsing a head of unit's recommendation for an honorarium.

Vice-Chancellor and President

9.2 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.

Provost and Senior Vice-President

9.3 The Provost and Senior Vice President is responsible for endorsing appointment proposals at Level E.

Chief Operating Officer and Senior Vice-President

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

Monash HR

9.5 Monash HR is responsible for providing advice, reviewing Level E documentation, and the Lead HR Business Partner, as the delegate of the Chief Human Resources Officer, Monash HR, approving honorarium payments up to $20,000.

DEFINITIONS

Adjunct appointee A person 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.

Conflict of interest 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 Conflict of Interest procedure (including Conflict of Interest in Research) and Examples of Conflicts of Interest and Guidelines for Action for further information.

Dean 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.

Employment Engagement under a contract of employment and excluding adjunct appointments.

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.

Honorarium payment An ad-hoc payment made in recognition of the contribution made by an adjunct appointee in their adjunct appointment which is not a payment for “work performed”.

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.

Lead HR Business Partner 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.

REX 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, adjuncts and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.

REX job request The on-line form used to communicate the requirements for a particular position to HR for action.

Unit An academic or organisational work unit within a faculty and includes schools and departments.
ADMINISTRATION

Recruitment and appointment

Supporting policies
- Employment conditions
- Equal opportunity
- Ethics Statement
- Integrity and respect
- Leave and wellbeing
- Pay, benefits and entitlements
- Probation, performance and promotion

Supporting procedures
Honorary appointments: Professional Staff procedure

Supporting documents
- Teaching and Research positions
- Research only positions

Legislation mandating compliance

Responsibility for implementation
Head of Unit

Approval body
Chief Human Resources Officer

Procedure owner
Director Workplace Relations

Date effective
20 November 2017

Review date
3 years from effective date

Category
Human Resources

Version number
8

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