

**School of Medicine
University of Tasmania**

School of Medicine procedures for honorary or visiting academic appointments.

In the School of Medicine an application form for an honorary or visiting academic appointment is available from the School website. This form is to be completed in accordance with the instructions and then forwarded to the relevant discipline head. Heads of discipline will then forward completed documentation to the Manager of Administrative Services. Once all required approval has been obtained the applicant will be notified in writing of the terms and conditions of the appointment. Appointment of Honorary CRC Fellow, Honorary Research Professor and Honorary Professor are appointed by the Pro Vice-Chancellor (Research) or the Vice-Chancellor, see 1.2 Method of Appointment below.

Honorary and Visiting Academic Appointments Policy and Procedures

Last revised: University Council 18 September 1999

Honorary or visiting titles may be conferred upon persons in accordance with the provisions set out below. The differentiation between the terms 'honorary' and 'visiting' is to reflect the fact that an honorary title holder does not receive remuneration of any kind from the University. The term 'visiting' should be used where the titleholder is in receipt of University remuneration or a stipend from the University.

1. Honorary Titles

An honorary titleholder does not receive remuneration of any kind from the University.

1.1 Titles Used

The University uses the following honorary titles:

Honorary Research Associate
Honorary Lecturer
Honorary Senior Lecturer
Honorary Fellow
Honorary CRC Fellow
Honorary Research Professor
Honorary Professor

1.2 Method of Appointment

1.2.1 Honorary Research Associates, Lecturers, Senior Lecturers and Fellows are appointed by the Dean of the appropriate Faculty on the recommendation of the relevant Head of School. Appointments are reported to the Vice-Chancellor and to Academic Senate.

1.2.2 The appointment of Honorary Research Associates shall be tightly regulated and will be on the basis of a sound justification by the Head of School. An abbreviated Curriculum Vitae (1 page) for the proposed Honorary Research Associate should accompany the request for appointment submitted by the Head of School.

1.2.3 Honorary CRC Fellows are appointed by the Pro-Vice-Chancellor (Research).

1.2.4 Honorary Research Professors are appointed by the Vice-Chancellor on the recommendation of the Research Committee. Appointments are reported to Academic Senate and Council.

1.2.5 Honorary Professors are appointed by Council on the recommendation of a specially constituted committee for each candidate, convened by the Vice-Chancellor on the recommendation of the Dean of the relevant Faculty. Appointments are reported to Academic Senate and Council.

1.2.6 In lieu of the procedures outlined above, the Vice-Chancellor may also confer an appropriate honorary academic title where the period of appointment is for less than one year.

1.3 General

1.3.1 All honorary appointments will be for a term of up to 3 years, with the exception of Honorary Research Associates who will be appointed for a renewable 1 year term. Heads of Schools shall justify both the appointment and the term in relation to such matters as research and teaching outcomes.

1.3.2 Details of all honorary appointments will be held on the HRMS maintained by Human Resources, and will show the appointee's full name, date of birth, preferred name, exact title, postal address, telephone number, and the School to which the appointee is assigned. These details must be forwarded to Human Resources with a copy of the letter of appointment.

1.3.3 The offer of appointment to honorary title holders should state the title awarded, the period of appointment, and that the basic benefits of the appointment are exactly the same as for academic staff members of the University (refer 'Privileges' section below). Details of other benefits such as office facilities, laboratory facilities, use of equipment etc. to be included in the letter of offer will be on the recommendation of the Head of School and will require the approval of the Dean. In keeping with the conditions of appointment of academic staff, offers of office and laboratory space should be in general terms only and should not refer to specific room numbers. Where space is to be included in the offer, the approval of the Deputy Principal is required.

1.3.4 As honorary title holders do not receive salary from the University, the University's workers compensation insurance does not apply to their appointments.

1.3.5 Honorary title holders can be considered by the Head of School for travel to conference grants. The University's travel insurance and general public liability policy will apply to honorary title holders provided that such appointments are disclosed to the University's insurers.

1.3.6 A Head of School may recommend to the Research Higher Degrees Committee that an honorary title holder be appointed as an Associate Supervisor or Research Supervisor of research higher degree students.

1.3.7 Honorary Research Professors and Honorary Professors may use the title 'Professor' for all formal and ceremonial purposes.

1.3.8 The Vice-Chancellor may also confer an appropriate honorary academic title on an annually renewable basis in cases of special merit that do not neatly fit the categories defined.

1.4 Privileges

1.4.1 Honorary title holders have the same privileges as full-time academic staff members in terms of the usual academic courtesies and privileges, including access to the Library, University Club and parking facilities, and email and internet access.

1.4.2 Honorary titles may not be held by persons receiving salary or other emoluments (except for casual teaching or refund of incidental expenses), nor do they, per se, entitle the relevant School to additional research or other funds.

1.5 Basis for Conferring Honorary Titles

Honorary Research Associates

The title of Honorary Research Associate may be conferred on persons, normally Tasmanian residents, who are contributing to the research programs of University Schools. These may include retired University staff, or persons on the staff of other institutions.

Appointments will be made on a renewable 1 year basis.

Honorary Lecturer / Senior Lecturer

The title of Honorary Lecturer or Honorary Senior Lecturer may be conferred in cases where persons regularly give formal lectures on an honorary basis.

Appointments will be for a term of up to 3 years.

Honorary Fellow

The title of Honorary Fellow may be conferred on a person of high academic, professional or community standing who is associated with the teaching and/or research work of a School in an honorary capacity, to a greater extent than is encompassed by the title of Honorary Research Associate.

Appointments will be for a term of up to 3 years.

Honorary CRC Fellow

The title of Honorary CRC Fellow may be conferred on researchers in Cooperative Research Centres who are not staff members of the University.

Appointments will be for a term of up to 3 years.

Honorary Research Professor

The title of Honorary Research Professor may be conferred on persons from outside the University who have:

(a) a high academic standing demonstrated by a distinguished international reputation in their discipline, and

(b) a responsible leadership position within their profession.

Honorary Research Professors may use the title 'Professor' for all formal and ceremonial purposes.

Appointments will be for a term of up to 3 years.

Honorary Professor

The title of Honorary Professor may be conferred on persons who:

(a) have a high academic or professional standing based on a distinguished contribution to the relevant discipline or profession, and

(b) have (or have previously had) a leadership position within their discipline or profession, and

(c) are closely associated with the University in some capacity.

Honorary Professors may use the title 'Professor' for all formal and ceremonial purposes.

Appointments will be for a term of up to 3 years.

2. Visiting Titles

The term 'visiting' should be used where the titleholder is in receipt of University remuneration or a stipend from the University.

2.1 Titles Used

The University uses the following visiting titles:

Visiting Research Associate
Visiting Lecturer
Visiting Senior Lecturer
Visiting Fellow
Visiting CRC Fellow
Visiting Research Professor
Visiting Professor

2.2 Method of Appointment

The appointment procedures for visiting appointments correspond with the appointment procedures for honorary appointments (refer 1.2 above).

2.3 General

The general conditions applicable to visiting appointments correspond with the conditions relating to honorary appointments (refer 1.3 above) with the following exceptions:

- the offer of appointment prescribed in 1.3.3 above should also state the remuneration or stipend payable during the period of the appointment
- the University's workers compensation insurance will only apply to visiting appointments where the appointee is in receipt of salary from the University

2.4 Privileges

The privileges applicable to visiting appointments are identical to those prescribed in 1.4.1 above.

2.5 Basis for Conferring Visiting Titles

The basis for conferring visiting titles corresponds with the basis for conferring honorary titles (refer 1.5 above).