

Honorary, Adjunct and Clinical Staff Appointments and Visiting and Affiliated Staff Procedure

Section 1 - Background and Purpose

Purpose

(1) La Trobe University recognises that there are many types of appointments and arrangements that individuals may have within the University's operations, which cannot be characterised as a standard employment relationship between that individual and La Trobe University.

(2) La Trobe University also recognises the valuable contributions that are offered by staff members who have significant expertise in an academic, research, clinical or professional environment and the benefits they can provide to the University's strategic vision, often in an unpaid teaching or research capacity.

Section 2 - Scope

(3) This Procedure applies to unpaid honorary and adjunct staff appointments, clinical staff appointments arranged between the University and the clinician's primary health service provider employer, as well as to visiting academic or research staff.

(4) This Procedure also applies to affiliated staff who are not employed by La Trobe University but have a role in the delivery of La Trobe University courses or course content, sometimes to La Trobe University-enrolled students, via an arrangement between the University and their employer.

Section 3 - Policy Statement

(5) This Procedure provides for the types of appointments and working relationships that can exist within the La Trobe University academic, research and teaching framework, and the entitlements, rights, obligations and restrictions on those appointments and working relationships.

(6) Also refer to the [Workforce Management Policy](#).

Section 4 - Procedures

Part A - Categories

Honorary Appointments

(7) An honorary appointee contributes voluntarily as an academic staff member to the teaching and/or research activities to the general betterment of the University.

(8) Honorary appointees are persons whom the University wishes to recognise because of their considerable academic standing, either following a position as a salaried member of staff at La Trobe University, at another University or at a recognised research organisation.

Adjunct Appointments

(9) An adjunct appointee is a person appointed to contribute his or her professional standing and specialist expertise voluntarily, as an academic staff member, to the teaching and/or research activities of a particular department or research centre in the University.

(10) Such an appointee will not normally have held an academic appointment previously, however has expertise and experience in a certain area that is equivalent to an academic appointment at a particular level.

(11) Adjunct appointees can be teaching and research or research-only appointees.

Clinical Appointments

(12) A clinical appointee has a primary appointment with a health, community or human service provider, but also contributes as an academic staff member to the teaching or research activity of the University.

(13) A clinical appointee has a substantial commitment to their primary employer, however also has a responsibility to La Trobe University for undertaking some teaching and/or research activities.

Affiliated Staff

(14) Affiliated staff are those who do not have a contract of employment with La Trobe University but may either teach La Trobe University students or deliver La Trobe University approved courses and course materials to students enrolled in study programs offered by the affiliated staff member's employer.

(15) Affiliated staff can be employed as either professional or academic staff.

(16) This category includes but is not limited to staff engaged by Navitas at La Trobe College Australia and La Trobe University Sydney Campus.

Visiting Staff

(17) Visiting staff are staff who have a substantive academic appointment at another institution and will make a direct contribution as an academic staff member to the academic or research programs of the University.

Part B - Eligibility for Appointment

Honorary and Adjunct Appointments

(18) A person may be appointed as an adjunct or honorary if his or her academic or professional standing or specialist expertise would contribute to the teaching and/or research activities of a particular department or research centre in the University.

(19) She or he must have achieved either academic or professional recognition in an area of the teaching and/or research program of the academic or organisational unit in which the appointment will be held.

Clinical Appointments

(20) A person may be appointed to a clinical appointment within the University where they hold a primary appointment with a health service provider who contributes to the teaching or research activity of the University.

(21) This may be based on supervision of La Trobe University students on clinical placements, or areas of expertise relevant to a particular Research Focus Area of the University.

(22) The appointment is subject to retaining appointment with the health service.

Affiliated Staff

(23) Affiliated staff are eligible for appointment based on the criteria and requirements established by their employer and any agreement that the employer has entered into with the University.

Visiting Staff

(24) Visiting staff must have a substantive academic appointment at another institution in a field relevant to the purpose of their role at La Trobe University. Visiting staff from international institutions must have a visa arrangement that permits their contributions to academic or research activities at the University.

Part C - Appointment Procedures

Honorary Appointments

(25) For honorary appointments, nominations are submitted by a Head of School and endorsed by the relevant College Provost.

Adjunct Appointments

(26) Such appointments must follow the procedure set out above for honorary appointments.

Clinical Appointments

(27) Clinical appointments can be made by nomination of candidates by a Head of School in an academic or organisational area related to clinical teaching and/or research.

(28) The Head of School must make the nomination to the College Provost or any equivalent position in a subsequent University structure.

Affiliated Staff

(29) Affiliated staff are nominated in accordance with the procedures set out by their employer and any criteria required by an agreement between their employer and the University.

(30) Depending on the nature of the appointment and the agreement between the employer and the University, affiliated staff appointments may be subject to approval by the University.

Visiting Staff

(31) Visiting staff appointment approvals must be made depending on the duration of the visit.

a. Visits less than 3 months:

i. All teaching and non-teaching visits of less than three months may be made on the recommendation of the head of school to the College Provost (or any equivalent position in a subsequent University structure), on submission from the College General Manager.

b. Visits greater than 3 months:

i. For all visiting staff, who will be present for periods of three months or more, the visitor shall be recommended by the College Provost (or any equivalent position in a subsequent University structure),

based on information provided by the Head of School, and shall be made to either the Deputy Vice-Chancellor (Education) or Deputy Vice-Chancellor (Research and Industry Engagement), depending on the activities to be undertaken during the visit.

Nomination Requirements

(32) All nominations or recommendations for appointments under this procedure, except appointment of affiliated staff, shall contain the following information:

- a. the rationale for the appointment including reference to:
 - i. the qualifications and experience of the appointee;
 - ii. the recommended level of appointment; and
 - iii. how the experience and qualifications of the appointee are relevant to the recommended level of appointment;
- b. how the appointment is expected to contribute to the University's strategic objectives;
- c. proposed term of appointment;
- d. for clinical appointments, how costs of the appointment will be allocated between their primary employer and the University;
- e. for visiting staff, any proposal regarding accommodation, living expenses, travel and other related costs;
- f. any specific requests regarding ICT access, provision of office space and access to University facilities, beyond those to which the appointee would normally be entitled;
- g. the candidate's CV, qualifications and details of his or her current position (if any) within another organisation, a relevant health service provider or academic institution; and
- h. if relevant, proposed arrangements for ownership of intellectual property.

Notification of Honorary, Adjunct, Clinical and Visiting Appointments

(33) Once approval has been given by the responsible University employee, notification and all information submitted with the nomination or recommendation, as set out above, must be provided to Human Resources.

(34) Human Resources will send a letter of offer to approved appointees and provide the appointee with all information relevant to the appointment, including details of the role and responsibilities expected as part of the appointment, the appointee's level of access to University facilities, systems and the allocation of workspace, where appropriate.

Part D - Duration of Appointments

Honorary and Adjunct Appointments

(35) Initial appointment for honorary and adjunct are usually for a term of three years, however this can be terminated at any time by either the appointee or the University within the appointment period.

(36) A further extension period is permitted up to a maximum of five years; a total maximum term of eight years is allowed. Thereafter the renewal of appointment process is required to be followed. (For renewal and extension process refer to Renewal of Appointments).

(37) Honorary and adjunct appointees, who wish to leave prior to the conclusion of their term of appointment, and also have approved supervisory duties for La Trobe University HDR students, should provide the relevant University area with reasonable notice of their intention to do so. This is to provide the student and discipline area with sufficient time to make alternative arrangements for the HDR supervision prior to the appointee's departure.

Clinical Appointments

(38) Clinical appointments must be for a set period and may be for up to five years. Such appointments are dependent upon the continued employment of the appointee with their primary employer and can therefore be terminated prior to the expiry date of the University appointment should the primary employment cease before that date.

Visiting Staff

(39) Visiting staff appointments should generally only be made for up to 12 months, however can be for a longer period where agreed between the visiting staff member, the University, their academic institution and where permitted by any visa requirements.

Affiliated Staff

(40) The duration of an affiliated staff member's employment is for the period determined by their employer, unless an agreement between the employer and the University prescribes a particular duration of employment for that position.

Part E - Roles, Duties and Responsibilities

Academic Title

(41) The Academic title for Honorary, Adjunct or Clinical appointees is tied to their level of appointment in that capacity.

Duties

(42) Teaching and research honorary, adjunct, clinical and visiting staff appointees are expected to participate in the unit's teaching, research and/or related activities relative to their academic level.

(43) The exact nature of the duties must be contained in the final letter of appointment, and may be altered by negotiation and agreement with the relevant Head of School, College Provost or Deputy Vice-Chancellor (Education) where necessary.

Conduct Requirements

(44) All appointees under this procedure are expected to adhere to University policies, procedures and the Code of Conduct as they relate to their activities. This is relevant to obligations including avoiding conflicts of interest, adhering to Intellectual Property requirements, respecting the confidentiality of University information, documentation and materials and adhering to the terms of use of University IT systems and library databases.

(45) Appointees engaged in teaching and/or research activities as part of their appointment are also expected to comply with the [Academic Integrity Policy](#) and the [Research Integrity Policy](#).

Prohibitions

(46) Honorary, adjunct and clinical appointments and visiting staff must not:

- a. carry out performance appraisals for University staff without a co-supervisor who is a University employee, unless a specific arrangement is in place;
- b. commit or authorise the expenditure of University funds;
- c. participate as a member of an academic and/or research board or committee, unless a specific arrangement is in place; or

- d. conduct supervision of HDR students unless a specific arrangement is in place or the nature of the appointment and this procedure permit him or her to do so.

Affiliated Staff

(47) Affiliated staff must carry out their duties as part of their employment in accordance with the requirements set out by their employer and/or required by any agreement between the University and their employer. This extends to the University's [Code of Conduct](#) and all other University policies and procedures as permitted by the agreement between the University and their employer.

Part F - Access to University Systems

Information Services (IS)

Email

(48) All appointments covered by this procedure are entitled to a La Trobe University email address.

Staff Cards and Building Access

(49) All honorary and adjunct appointees, as well as visiting staff, are entitled to a staff card providing access to University buildings as appropriate to the nature of their appointment.

(50) Clinical appointees may be provided with La Trobe University staff cards and building access if required due to the nature of the activities undertaken as part of their appointment. Such access shall be provided based on request by the relevant person (see Part C) either prior to or during their appointment, as necessary.

(51) Affiliated staff will not be provided with a La Trobe University staff card and building access, unless by arrangement between their employer and the University.

ICT Devices

(52) A La Trobe University computer, or access to a computer, may be provided upon appointment of an honorary or adjunct appointee and visiting staff. Such access will also entitle the appointee or visiting staff member to access to network printers.

(53) The provision of ICT devices to clinical appointees will be determined on an as-needed basis throughout the appointment, if not specified prior to the appointment.

(54) Affiliated staff will be provided with computers and other devices appropriate to the nature of their position by their employer or by the University if so agreed between the employer and the University.

(55) Provision of any other ICT devices or items such as a University mobile phone shall be determined on a case-by-case basis and must be commensurate to the nature of the activities being undertaken by the appointee and/or visiting staff member and the level of their appointment.

Specialty Software and Partner Deals

(56) Specialty software access, as well as partner deals, will only be provided to honorary, adjunct and clinical appointees and visiting staff on an as-needed basis and where the license agreement permits

(57) Affiliated staff will be provided with specialty software as required by their employer or by any agreement between the employer and the University.

Library Physical Information Resources

(58) All honorary, adjunct and clinical staff appointees as well as visiting and affiliated staff shall be provided with access to library physical information resources.

Library Information Resources

(59) All honorary, adjunct and clinical staff appointees as well as visiting staff shall be provided with access to library electronic information resources in accordance with the [Access to Licenced Electronic Information Resources Policy](#).

(60) Affiliated staff shall be granted access to library electronic information resources as provided by any agreement the employer has with the University and in accordance with the [Access to Licenced Electronic Information Resources Policy](#).

Student Learning Systems

(61) All appointees and affiliated staff responsible for management, administration and teaching of La Trobe University courses to La Trobe University students shall have access to the La Trobe University Learning Management System.

(62) Where affiliated staff are responsible for the management, administration of La Trobe University courses to La Trobe University students, access to the student record management system shall also be provided by the University.

Part G - Space Allocation

Office Space

(63) Honorary and adjunct staff will be allocated an office or work space as determined by the [Emeritus, Adjunct and Honorary Staff Space Allocation Policy](#). Visiting staff's allocation of an office or work space shall also be determined by this policy and its accompanying procedure.

(64) Clinical appointees shall only be provided an office or work space on a University campus where it is deemed to be necessary due to the nature of the activities being undertaken as part of the appointment and shall only occur in consultation with the Infrastructure and Operations division of the University.

Research or Lab Space

(65) Allocation of research or lab space to honorary, adjunct and clinical appointees and visiting staff will be done in accordance with the [Emeritus, Adjunct and Honorary Staff Space Allocation Policy](#).

Charles La Trobe Lounge

(66) All honorary and adjunct appointees and visiting staff shall have access to the Charles La Trobe Lounge. Clinical appointees shall be provided with access on an as-needed basis.

Part H - Supervision of HDR Students

Honorary Appointees

(67) Honorary appointees must indicate to the University prior to appointment whether there are any continuing supervision obligations for HDR students at another academic institution. Continuation of this supervision concurrent with an honorary appointment is subject to approval by the University employee responsible for approving their appointment (see Part C).

(68) Honorary appointees who were previously La Trobe University employees in a teaching and/or research position

may continue the supervision of the HDR students for whom supervision had begun prior to the termination of the appointee's employment as a salaried member of staff.

Adjunct Appointees

(69) Adjunct appointees may act as supervisors for HDR students where agreed, however such agreement is dependent on the appointee's demonstration of their expertise, experience, qualifications and academic proficiency being sufficient such that it is appropriate to satisfy such a supervisory role normally held by an academic.

(70) Approval for an adjunct appointee to act as a supervisor of an HDR student must be provided by the Dean, Graduate Studies.

Clinical Appointees

(71) Clinical appointees may only act as supervisors for HDR students where agreed between the University and their primary employer. Such approval must be subject to considerations of workload, time constraints and relevant qualifications, expertise and experience to such a supervisory role.

Visiting and Affiliated Staff

(72) Visiting and affiliated staff are not permitted to supervise HDR students.

Part I - Payment

Honorary and Adjunct Appointments

(73) A person holding an honorary or adjunct appointment is not a salaried member of staff.

Clinical Appointments

(74) Clinical appointees are not employed by the University, but rather by the health service provider with which the University has developed an agreement.

(75) Any additional payment to that paid by the appointee's primary employer must be negotiated between the University and the health service provider and agreed between the CEO of that institution and the College Provost.

(76) If the University agrees to make payment to the appointee, it will generally reflect the contribution made to the outcomes of the University.

Visiting Staff

(77) Visiting staff, by virtue of their employment with another academic institution, are generally not considered to be salaried members of the University's staff.

(78) However, some payments may be made where deemed appropriate by an authorised University employee and as permitted by any visa restrictions, where applicable.

Payment of Expenses

(79) Where deemed appropriate by the School, College and/or Deputy Vice-Chancellor (Education) or Deputy Vice-Chancellor (Research and Industry Engagement), an adjunct or honorary appointee, or a visiting staff member, or clinical appointment may be reimbursed for reasonable expenses including accommodation, meals and incidentals where such expenses are incurred as part of the activities undertaken in the course of the appointment.

(80) Where such reimbursement or payment is made to a visiting staff member for an international institution and holds a relevant visa, such payments must only be made in accordance with any restrictions of the visa, including whether or not such a payment constitutes the primary source of income for the visiting staff member and any dependents they may have whilst in Australia.

(81) For honorary and adjunct appointees, such expenses must be incurred as part of activities, such as conferences or University approved travel, which are extraordinary to normal activities undertaken in the course of the appointment.

Affiliated Staff

(82) Affiliated staff are not considered employees of the University for the purposes of the payment of wages, Superannuation Guarantee obligations or other such statutory entitlements. Affiliated staff are also not entitled to claim expenses from the University unless so permitted by an agreement between their employer and the University.

Ad-hoc Payments

(83) Honorary and adjunct staff may be engaged on an ad hoc basis in undertaking paid duties additional to their usual work performed as part of their honorary or adjunct appointment.

(84) Recommendation for such payments can be made by the Head of School to the College Provost (or any equivalent position in a subsequent University structure) and submitted to Human Resources for approval and processing.

Part J - Renewal of Appointments

Honorary and Adjunct Appointments

(85) Honorary and adjunct appointments may be extended by the College Provost (or any equivalent position in a subsequent University structure), provided that it has been less than eight years since the initial appointment was made, upon nomination by the Head of School.

(86) If it has been eight years or more since the initial appointment was made, a new nomination must be made in accordance with this procedure.

(87) Where a renewal or extension of an appointment is approved, this must be forwarded to Human Resources for processing and Human Resources will send a letter of offer to the approved appointee.

Clinical Appointments

(88) Renewal of all clinical appointments must follow the requirements as set out in this procedure, in order to ensure that their activities are still required by the University and practicable for their primary employer.

(89) Where an appointment is approved, the agreement between their primary employer and the University must be renewed and revised, if necessary, to ensure that adequate distribution of costs relevant to activities undertaken as part of the appointment is maintained.

(90) Where a renewal of an appointment is approved, this must be forwarded to Human Resources for processing and Human Resources will send a letter of offer to the approved appointee.

Visiting Staff

(91) Where an extension is sought for a visiting staff appointment approval must be received from the relevant University employee as defined in Part C.

(92) Confirmation of approval of the extension must also be received from the visiting staff member's academic institution.

(93) Costs of the extension must be calculated as required above and approved by the relevant cost centre.

(94) Where applicable, compliance with visa restrictions and requirements must be demonstrated prior to approval being granted.

(95) Where a renewal of an appointment is approved, this must be forwarded to Human Resources for processing and Human Resources will send a letter of offer to the approved appointee.

Part K - Associated Policies and Procedures

(96) Staff are obliged to comply with the Policies and with the Statutes and Regulations of the University.

Section 5 - Definitions

(97) For the purpose of this Procedure:

- a. Conflict of interest: means a conflict between the private interests or duties of a staff member and their professional obligations and responsibilities to the University such that an independent observer might reasonably question whether the actions of that staff member are influenced by their private interests or duties. Conflicts of interest can involve:
 - i. private financial or non-financial interests of the staff member; and
 - ii. financial or non-financial interests of the staff member's immediate family or relatives, business partners or associates, or friends.
- b. College Provost: means a person who currently holds this position and any person who holds an equivalent position in a subsequent University structure.
- c. Employee of the University: means a paid employee engaged by La Trobe University to perform work as required by a contract of employment or, in the case of casual employees, as hours are allocated.
- d. Health service provider: means an institution such as a hospital, clinic or practice, where its primary function is to provide a health service to the public.
- e. Members of the University: means staff, contractors, consultants, conjoints, volunteers, Members of the Council of the University, external members of University committees and visitors to the University.
- f. Staff: means all employees of the University or affiliated enterprises with which the University has a formal agreement and includes casual employees, clinical staff and unpaid members of the University such as Honorary and Adjunct appointments, all of which are registered on the HR system.

Status and Details

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Responsible Policy Officer	Regan Sterry Executive Director, Human Resources
Author	Fiona Reed Executive Director, Human Resources +61 3 9479 2755
Enquiries Contact	Human Resources +61 3 9479 1234