
Version	8.0
Short description	A procedure outlining the appointment of adjunct and conjoint staff for collaborative teaching and research purposes.
Relevant to	Conjoint, adjunct and Emeritus Professor appointments
Authority	Executive Committee
Policy owner	People & Culture Manager
Responsible office	People & Culture
Date approved	1 November 2023
Date effective	1 November 2023
Review due	October 2028
Related Avondale documents	
Related legislation	
Key words	adjunct, conjoint, emeritus, research, supervision

1. PURPOSE

- 1.1 The purpose of this document is to outline the adjunct, conjoint and Emeritus Professor appointment procedure, and the expectations and privileges of adjunct, conjoint and Emeritus Professor appointments at Avondale University.
- 1.2 The objective of the process outlined is to ensure that adjunct, conjoint and Emeritus Professor appointments enhance and support the goals and activities of the University.

2. SCOPE

- 2.1 This procedure applies to:
 - Avondale employees involved in the administration of adjunct, conjoint and Emeritus Professor appointments;
 - Individuals who are seeking appointment to or are appointed to the status of adjunct, conjoint or Emeritus Professor at Avondale.

3. DEFINITIONS

- 3.1 **Adjunct appointee:** an individual who has significant experience in higher education, or a non-university or administrative post at another entity and may be retired.
- 3.2 **Conjoint appointee:** an individual who normally holds a substantive position at an Australian higher education institution, an overseas university, or an institution in the Seventh-day Adventist network of universities and colleges.
- 3.3 **External supervisor:** an individual who has significant knowledge in an area relevant to the supervisory team to which they are appointed and may be retired.
- 3.4 **Emeritus Professor:** is the honour conferred by the University on a former professor in recognition of distinguished academic service to the University, normally to those who have:
 - 3.4.1 Held a position with the title of Professor for ten years; and/or
 - 3.4.2 Distinguished academic service.

4. PROCEDURE FOR ADJUNCT AND CONJOINT STAFF

- 4.1 Adjunct and conjoint staff may be appointed at any time of the year with the approval of the Executive Committee.
- 4.2 Applications to appoint an adjunct or conjoint staff member must be submitted by Heads of School, Research Centre Directors or the Director Higher Degree Research (HDR) to the Deputy Vice-Chancellor Academic, who will make a recommendation to the Executive Committee.
- 4.3 Applications should include the following details:
 - a) current CV
 - b) recommendation for the level of the appointment
 - c) the purpose of the appointment, which may include activities such as:
 - writing research grants

- collaborating on research projects
 - co-supervision of Higher Degree Research candidates in which case their role is described as an External Supervisor
 - contribution to the teaching program
 - other areas where a need for expertise has been identified to support Avondale goals and activities
- d) identification of resources required for the appointment, together with the funding source (if appropriate).
- 4.4 The Deputy Vice-Chancellor Academic will present applications to appoint, along with recommendations, to the Executive Committee.
- 4.5 The Executive Committee will consider the expected tasks and roles, the current level of appointment, the qualifications and experience and the skill base in making their decision.
- 4.6 The Deputy Vice-Chancellor Academic will report the Executive Committee decision to the People & Culture Manager.
- 4.7 The Deputy Vice-Chancellor Academic will notify the relevant Head of School, Research Centre Director or the Director HDR of the outcome of the Executive Committee review.
- 4.8 The People & Culture Manager will issue letters of appointment to approved appointees, and maintain a record of all applications, responses, and terms of appointment.
- 4.9 Avondale Council will be informed of appointments via the People & Culture Sub-Committee.

5. PROCEDURE FOR EMERITUS PROFESSOR

- 5.1 Emeritus Professor is nominated in writing by the Vice-Chancellor or Deputy Vice-Chancellor Academic. Self-nomination is not permitted.
- 5.2 Nominations for Emeritus Professor will be considered by the Emeritus committee comprised of the Deputy Vice-Chancellor Academic, Dean of Research, and chair of the Academic Board. The Emeritus committee will make a recommendation to the Vice-Chancellor.
- 5.3 Appointments for Emeritus Professor will then be approved by the Avondale University Council.
- 5.4 Normally the title of Emeritus Professor will be conferred to successful nominees upon retirement. The People and Culture Manager will issue letters of appointment to approved appointees, and maintain a record of all nominations, responses and terms of appointment.

6. LEVEL OF APPOINTMENT

- 6.1 Adjunct and conjoint staff may be appointed at the following levels:
- Lecturer
 - Senior Lecturer
 - Associate Professor

- Professor
 - Honorary Research Associate
 - Honorary Research Fellow
- 6.2 Conjoint appointees will normally be appointed at the same level they hold at their own institution.
- 6.3 Adjunct appointees will normally be appointed at the level of their last employment.
- 6.4 Adjunct or conjoint staff may be appointed as an External Supervisor for the purposes of supervising higher degree research (HDR) candidates in which case they will be appointed at their current level or at the level relevant to their most recent position.

7. TERM OF APPOINTMENT & RENEWAL

- 7.1 The term of appointment will normally be three years, subject to satisfactory annual review.
- 7.2 In the case of an adjunct or conjoint appointment as an External Supervisor of an HDR candidate, the term of appointment will normally be for the duration of the HDR candidature.
- 7.3 Each year the People & Culture Manager will provide a list of expiring appointments for that year to the Heads of School, Research Centre Directors, Director HDR, and Deputy Vice-Chancellor Academic, seeking feedback on whether any of the terms should be renewed. The People & Culture Manager will report back to the Executive Committee with a list of appointment extensions for endorsement.
- 7.4 Appointments will cease at the end date of the term of appointment if not adjusted and will be confirmed in writing by the People & Culture Manager. The People & Culture Manager will complete an end of engagement checklist for the expired appointments and ensure that system access has been removed.
- 7.5 Avondale reserves the right to terminate an adjunct or conjoint appointment at any time.
- 7.6 Emeritus Professor is conferred in perpetuity. Avondale University reserves the right to remove the title in certain circumstances.

8. PRIVILEGES

- 8.1 Limited resources may be made available to approved adjunct/conjoint and Emeritus Professor appointees for the term of their appointment, and may include:
- a) provision of an ID Card
 - b) library access and borrowing rights
 - c) access to sporting and recreational facilities
 - d) the right to report their research directly through the library system.
 - e) the right to take part in the academic procession or ceremonial occasions such as graduation
 - f) the right to be listed on the Alumni roll
 - g) provision of a parking sticker that allows access to staff parking areas
 - h) provision of an internet account that allows access to library databases and email

- i) access to desktop assistance from IT Services

8.2 Approved access to resources will cease at the conclusion of the term of appointment.

9. ENTITLEMENTS

9.1 During the term of their appointment, adjunct and conjoint staff will be entitled to use one of the following titles:

- Dr (first name, family name), Conjoint/Adjunct (level of appointment) of Avondale University; or
- Conjoint/Adjunct (level of appointment) of Avondale University (first name, family name); or
- Level D and E appointments: Professor/Associate Professor (first name, family name), Conjoint/Adjunct appointee of Avondale University.

9.2 In the case of adjunct or conjoint staff being appointed as an External Supervisor for the purposes of supervising higher degree research candidates, they will normally use the title associated with their current level or the level relevant to their most recent position.

9.3

10. REMUNERATION

10.1 There is no remuneration attached to adjunct, conjoint or Emeritus Professor appointments at Avondale.

11. APPENDICES or RELATED DOCUMENTS

Adjunct & Conjoint Appointment Application Form

Table of amendments

Version Number	8.0	Replaces Version	7.0
Date Published	20 March 2024	Scheduled Review Date	October 2028
Approving Body	Executive Committee	Approval Date	1 November 2023
Policy Owner	People & Culture Manager	Date first introduced	30 April 2008
Short description of amendment	Changed policy to procedure. Updated responsibilities to reflect new organisational structure. Improved procedure for efficiency and accountability.		