The University may appoint an “**Honorary**” position to a person of academic distinction and standing. The suitability of a person proposed for appointment to an Honorary position is measured against academic standards.

The University may appoint an “**Adjunct**” position to a person of distinction and standing through industry, government, professions or the wider community. The suitability of a person proposed for appointment to an Adjunct position is not measured against academic standards.

The University may appoint an “**Industry Fellow**” to a person external to UQ, whose professional, business or community experience and expertise will bring an applied practice perspective to their appointment. Industry Fellows are not awarded an academic title associated with a classification level.

A key consideration is whether the standing possessed by the person is commensurate with the role expected of them in the University and whether the appointment will be of manifest advantage to the University in fulfilling its commitments to teaching, research and/or community engagement. All of these appointments are voluntary and unpaid.

Selection between ‘Honorary’ and ‘Adjunct’ categories can become complex when a candidate has a strong traditional academic background but their substantive role is in industry or government. The selection of an Honorary or Adjunct title in this case should be determined by their primary purpose and interaction with UQ during the appointment.

Level E Honorary and Adjunct nominations should be made in line with the published Professorial title nomination round dates.

**This form is to be completed by the nominator and attached in Workday when creating a Job Requisition on the ‘Attachments’ screen. Additional signatures are not required on this Form as Workday has the integrated approval process embedded.**

Nominee’s will only be eligible to hold **one title** (Honorary/Adjunct/ATH) with UQ at any time. Any change of the home organisational unit should be incorporated at the renewal stage.

**Please ensure the following are uploaded to the ‘Attachments’ screen:**

* Nominee’s CV
* Nominee’s Qualifications (if applicable)
* A written proposal from the nominator, detailing the educational activity to which the Industry Fellow will contribute
* Letter of support from Executive Dean / Institute Director (Level E only, if applicable)

|  |  |
| --- | --- |
| **SECTION 1** | |
| **Nominee Details** | |
| **Nominee’s Salutation/Title** |  |
| **Full Name of Nominee** |  |
| **Has this staff member recently retired or left the University?** |  |
| **Nominee’s Date of Birth** | Click or tap to enter a date. |
| **Nominee’s Citizenship/Nationality** |  |
| **Nominee’s Postal Address** |  |
| **Nominee’s Email Address** |  |
| **Nominee’s Gender** | Choose an item. |
| **Nominee’s highest Qualification** | Choose an item. |
| **Does the nominee currently hold a diplomatic title?** | Choose an item. |
| **Detail any affiliations the nominee has with other institutions or universities (domestic or foreign).**  **Please also include country of institution or university** |  |
| **Please detail any existing UQ collaborations** |  |
| **SECTION 2** | |
| **Appointment Details** | |
| **Organisational Unit** (must be the relevant “*XXX – Partners*” Sup Org) |  |
| **Name & Position of Nominator** |  |
| **Date of Nomination** | Click or tap to enter a date. |
| **Purpose of nomination** | Choose an item. |
| **Focus of appointment** | Choose an item. |
| **Title to be conferred** | Choose an item. |
| **Commencement Date**  *Note: cannot hold a concurrent UQ paid appointment* | Click or tap to enter a date. |
| **End Date**  *Note maximum terms allowed:*  *Honorary/Adjunct: three (3) years*  *Industry Fellow: two (2) years* | Click or tap to enter a date. |
| **Statement of Duties and Responsibilities the nominee will undertake if conferred.** |  |
| **What measures of achievement will be applied?** |  |
| **How will the appointment advance the University’s contribution to research, teaching or engagement with external bodies?** |  |
| **Are there any concerns regarding sensitive research?** |  |
| **Are you aware of any considerations/issues regarding the nominated individual that should be taken into account prior to this nomination being approved? In particular, consider factors that may negatively impact the reputation of the University or nominating Organisational Unit.**  *If so, please provide relevant details including strategies you will put in place to mitigate this risk. If you are unsure, discuss this with the Executive Dean/Institute Director (Level A – D) or Provost (Level E) prior to submission of the nomination.* |  |
| **For Renewal Only:**  **How have the stated measures of achievement been realised?** |  |
| **SECTION 3** | |
| **PROFESSORIAL (LEVEL E) CONFERRALS ONLY**  Executive Dean/Institute Director completes this section **OR** provides a separate Statement of Endorsement | |
| **For Level E Only:**  **Will a separate letter of support from Executive Dean / Institute Director be attached to the Job Requisition?** | Choose an item. |
| **Executive Dean / Institute Director Statement of Endorsement** |  |
| **Completed by:**  *(Name, Position)* |  |
| *Out of Round (OOR) nominations should only be submitted where exceptional circumstances and/or pressing necessity can be demonstrated. A clear request for an OOR submission and accompanying justification, detailing the circumstances, will need to be provided as part of the Executive Dean/Institute Director Statement of Endorsement.* | |

**Privacy Notice**

The University of Queensland collects the information on this form for the purpose of administering the conferral, to create and maintain the record on our HR systems, and for the provision of associated services such as ICT, use of UQ’s facilities and resources, and use of UQ Libraries.

The University will not disclose this information to a third party without the Nominee’s agreement, except in accordance with the *Information Privacy Act 2009* and other relevant privacy laws.

For further information, please refer to the University’s [Privacy Policy](https://policies.uq.edu.au/document/view-current.php?id=480).