

# Honorary and Adjunct Title Holders Procedure

This Procedure is currently under review. For any questions, please email [hrpolicyfeedback@uq.edu.au](mailto:hrpolicyfeedback@uq.edu.au).

## Section 1 - Purpose and Objectives

(1) This Procedure outlines the process for conferral of Honorary and Adjunct titles at The University of Queensland.

## Section 2 - Definitions, Terms, Acronyms

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the <a href="#">Human Resources Sub-delegations Schedules</a> .
Committee	Honorary and Adjunct Professorial Appointments Committee.
Head	Head of School or equivalent level.
Title Holder	Person on whom the University has bestowed an Honorary or Adjunct title.

## Section 3 - Procedure Scope/Coverage

(2) This Procedure applies to the conferral of Honorary and Adjunct titles. This Procedure does not apply to conjoint appointments, [academic titles for health professionals](#), [Emeritus Professors](#), or [affiliate appointments](#).

(3) Mater Medical Research Institute (MMRI) staff members at Associate Professor (Academic Level D) who seek an Honorary Professorial title at The University of Queensland are not covered by this Procedure and should refer to the [Promotion of Academic Staff Procedure](#).

## Section 4 - Procedure Statement

(4) The conferral and renewal of Honorary and Adjunct titles is to be made in accordance with this Procedure.

## Section 5 - Conferral and Renewal

### Conferral and Renewal up to and Including the Level of Associate Professor

(5) Application for conferral or renewal of a title up to and including the level of Honorary or Adjunct Associate Professor is made by completing the [Adjunct, Honorary and Industry Fellow Nomination Form](#).

#### Conferral

(6) The Head of School completes Sections 1 and 2 of the nomination form and forwards the completed form and the

requested attachments to the Authorised Officer for consideration.

(7) If approved by the Authorised Officer, the form is forwarded to the local HR staff. The nominee will be advised in writing of the conferral of title.

### **Renewal**

(8) The Head of School completes Section 1 and Section 2 (items 3 and 5 only) of the nomination form and forwards the completed form to the Authorised Officer for consideration.

(9) If approved by the Authorised Officer, the form is forwarded to the local HR staff. The nominee will be advised in writing of the renewal of title.

### **Conferral or Renewal at Professorial Level**

(10) Conferral of a title at Professorial level is approved by the Honorary and Adjunct Professorial Appointments Committee, comprising:

- a. Provost
- b. Deputy Vice-Chancellor (Academic)
- c. Deputy Vice-Chancellor (Research and Innovation)
- d. President of the Academic Board
- e. An Executive Dean
- f. An Institute Director
- g. Deputy Chancellor

(11) Nominations for conferral and renewal of title of 'Honorary' or 'Adjunct Professors' are made by completing the [Adjunct, Honorary and Industry Fellow Nomination Form](#).

(12) Nominations are normally considered twice a year according to the published dates. Organisational units are encouraged to plan ahead according to these dates, particularly where they are aware of the impending departure of University Professorial staff who they would wish to nominate.

(13) Nominations outside of these times may be considered executively by the Authorised Officer, but require justification for special consideration.

### **Conferral**

(14) The Head of School completes Sections 1 and 2 of the nomination form and forwards the form and requested attachments, including a full CV, to the Executive Dean or Institute Director for comment and endorsement.

(15) If endorsed, the Executive Dean or Institute Director completes Section 3 (and/or submits a separate supporting letter). The nominee's anticipated contributions, in their honorary or adjunct capacity, should be described as specifically as possible.

(16) The Executive Dean or Institute Director forwards the completed form and CV (including current address and qualifications) as an email attachment to ([cap@uq.edu.au](mailto:cap@uq.edu.au)) (the Continuing Appointments and Promotions section, HR Division) for consideration by the Honorary and Adjunct Professorial Appointments Committee. The Committee may request additional information.

(17) If approved, the nominees will be advised in writing of the conferral of title.

(18) It may be determined that an alternative title or appointment may be more appropriate and nominees will be

notified accordingly.

## **Renewal**

(19) The Head of School completes Section 1 (including updated contact details where relevant) and Section 2 (where relevant) of the nomination form and forwards the form to the Authorised Officer.

(20) If approved by the Authorised Officer, the form is forwarded to the local HR staff. The nominee will be advised in writing of the renewal of title.

(21) It may be determined that an alternative title or appointment may be more appropriate and nominees will be notified accordingly.

## **Section 6 - Resolution of Disputes**

(22) Should any dispute arise as to the conditions, duties, or arrangements relating to the title, the aggrieved party will, in the first instance, raise the matter with the relevant Executive Dean or Institute Director. If the Executive Dean or Institute Director is involved in the dispute, the matter will be referred to the Provost for consideration. The Provost will recommend appropriate action. The decision of the Provost is final.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	27th August 2012
<b>Review Date</b>	23rd August 2015
<b>Approval Authority</b>	Chief Human Resources Officer
<b>Approval Date</b>	27th August 2012
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Phil Vaughan Chief Human Resources Officer
<b>Enquiries Contact</b>	Human Resources Division