Honorary and Adjunct Title Holders Procedure

This Procedure is currently under review. For any questions, please email 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 Human Resources Sub-delegations Schedules.
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 up to and Including the Level of Associate Professor

(5) An application for conferral 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 and attaching it to the Workday submission.

(6) If approved by the Authorised Officer, the nominee will be advised in writing of the conferral of title.

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Conferral at Professorial Level

(7) 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

(8) Nominations for the conferral of a title of 'Honorary' or 'Adjunct Professors' are submitted via a Workday request. The nominee's anticipated contributions, in their honorary or adjunct capacity, should be described as specifically as possible.

(9) 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.

(10) Adjunct and Honorary Level E nominations will be considered at the next scheduled Honorary and Adjunct Professorial Appointments Committee meeting. The Committee may request additional information.

(11) Nominations outside of the published dates may be considered executively by the Authorised Officer, but require justification for special consideration.

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

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

Renewal of a title up to and including the Level of Professor

(14) The Head of School can request the renewal of a title up to and including the level of Honorary or Adjunct Professor via Workday.

(15) If approved by the Authorised Officer, the nominee will be advised in writing of the renewal of title.

(16) 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

(17) 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.

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