

Visiting Academic Policy

This Policy is currently under review. For any questions, please email hrpolicyfeedback@uq.edu.au.

Section 1 - Purpose and Objectives

(1) An academic who holds a position in their own university or other institution and who is visiting an organisational unit of the University to carry out teaching and/or research may be eligible for conferral of the title 'Visiting Academic' for the duration of their visit to the University.

Section 2 - Definitions, Terms, Acronyms

Terms	Definitions
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the Human Resources Sub-delegations Schedules
Head	Head of School or equivalent level.
Visiting Academic	Title conferred on an academic who is invited to the University to carry out teaching and/or research for a duration of at least four weeks.

Section 3 - Policy Scope/Coverage

(2) This Policy applies to academics from outside universities or other institutions.

(3) This Policy excludes academic staff employed by the University.

Section 4 - Policy Statement

(4) A Visiting Academic should have a substantial commitment to the teaching and/or research work of the organisational unit.

(5) Executive Deans and Institute Directors will ensure that organisational units are suitably sparing in the awarding of 'Visiting Academic' titles.

(6) Visiting Academics are listed under their relevant organisational units.

(7) Visiting Academics do not receive a salary, but payment of a stipend or other financial contribution does not render the visitor ineligible for conferral of the 'Visiting Academic' title.

(8) Nothing in this Policy gives rise to an employment relationship between the Visiting Academic and the University.

Section 5 - Conditions of Conferral of Visiting Academic Title

Period of Conferral

(9) The duration of the visit to the University should be not less than four weeks.

Withdrawal of Title

(10) A title may be withdrawn at any time if the Authorised Officer considers that continuation is not in the best interests of the University. The Visiting Academic will be informed of the withdrawal of the title in writing. There is no appeal process to a decision of the Authorised Officer.

General Conditions

(11) Visiting Academics will contribute to the work of the organisational unit in a voluntary capacity in such ways as are agreed with the relevant Executive Dean or Institute Director, in consultation with the relevant Head of School. Such contributions must be in accordance with the University's protocols, policies and procedures (with particular reference to policies related to ethical conduct in the workplace, including the [Staff Code of Conduct](#); workplace health and safety; and intellectual property, including [Intellectual Property for Staff, Students and Visitors](#)).

(12) Benefits to which Visiting Academics are entitled include:

- a. use of facilities and resources of the unit as appropriate by arrangement with the Head of School;
- b. appointment to Higher Degree by Research student supervisory or advisory roles, subject to normal approval processes;
- c. use of the University [Libraries](#);
- d. access to administrative support by negotiation with the Head of School; and
- e. access to research support and resources as negotiated with the Head of School.

(13) It is expected that Visiting Academics will list UQ as an affiliation in the by-lines of publications, arising out of work undertaken at UQ, in addition to their primary affiliation.

(14) Visiting Academics are not eligible for membership of the Academic Board. Eligibility for membership of other University Committees or Boards will be considered by the relevant Head of School or Executive Dean/Institute Director as appropriate.

(15) Visiting Academics are protected as volunteers for liability arising whilst undertaking activities for or on behalf of the University or an affiliate. Visiting Academics are covered under the University's Liability Protections including General and Products Liability, Professional Liability, Malpractice and General Clinical Trials.

(16) As Visiting Academics receive no remuneration from the University, they will not be covered by the University's worker's compensation insurance. Visiting Academics have limited personal accident insurance.

Status and Details

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Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division