Adjunct, Clinical and Associate Titles Policy

Responsible Officer  Provost
Approved by  Vice-Chancellor
Approved and commenced  January, 2016
Review by  January, 2019

Relevant Legislation, Ordinance, Rule and/or Governance Level
Ordinance 10 Emeritus Professors
Ordinance 18 Intellectual Property

Responsible Organisational Unit  Division of the Provost

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1 Objective

The objective of this Policy is to specify the arrangements that govern the nomination, selection, conferral and renewal of Adjunct, Clinical and Associate titles at the University of Tasmania.

It should be read in conjunction with the Adjunct, Clinical and Associate Titles Procedure.

2 Scope

This Policy applies to all Adjunct, Clinical and Associate titles, as defined in this Policy. It affects all staff involved in the nomination, selection, conferral, supervision and renewal of Adjunct, Clinical and Associate Titles and the holders of such titles.

The Policy excludes:

- Emeritus Professors, which are dealt with in Ordinance 10.
- Distinguished Professors, which are dealt with in the Distinguished Professors Policy.
- The award of Honorary Degrees, which is dealt with in Guidelines for the Preparation of Nomination Materials for Honorary Degrees.
- The award of the title Fellow of the University, which is dealt with in the Guidelines for the Preparation of Nomination Materials for the Award of Fellow of the University of Tasmania.
- The award of the title Honorary Professor, which is to be regarded as an honour awarded on the basis of meritorious achievements rather than as an Adjunct, Clinical or Associate Title.
- Visiting Fellows and Visiting Scholars, which are dealt with in the University of Tasmania Visiting Fellows and Visiting Scholars Program Policy.

3 Policy Provisions

3.1 Adjunct, Clinical and Associate Titles

Persons making and expecting to make an active and ongoing contribution to the work of the University, particularly its teaching and research programs, may be appointed to Adjunct, Clinical or Associate Titles if:

- they are not staff members of the University, or
- their primary employer is not the University, or
- if they are staff members in a University organisational unit other than the one in which they will hold the Adjunct, Clinical or Associate title.

Persons holding Adjunct, Clinical or Associate Titles will not be remunerated for their services as holders of these titles. However, where remuneration is appropriate, individuals may be paid as employees under the University’s normal employment provisions: in this case, there must be a clear separation between voluntary and remunerated activities.
The intention of this Policy is that University staff members who seek to be an Adjunct, Clinical or Associate Title holder in another faculty or institute, at the same level, be automatically approved on the basis the recommendation is provided by both of the relevant Deans, Directors or Principals. The intention will be that this would normally be approved for all staff except in exceptional circumstances.

3.2 Categories of Adjunct, Clinical and Associate Titles

Adjunct Titles
- Adjunct Professor
- Adjunct Associate Professor
- Adjunct Senior Lecturer
- Adjunct Senior Researcher
- Adjunct Lecturer
- Adjunct Researcher

Clinical Titles
- Clinical Professor
- Clinical Associate Professor
- Clinical Senior Lecturer
- Clinical Lecturer

Associate Titles
- University Associate

3.3 Adjunct Titles

Purpose of conferral of Adjunct Titles
Conferral of an Adjunct Title is made in order to support an active working relationship with an academic or non-academic from another organisation or organisational unit or a former staff member who will maintain an active involvement in the University after ceasing University employment. Conferral of an Adjunct Title is designed to enrich the academic work of the University by involving non-staff members in its activities. An Adjunct titleholder may be involved in activities such as:

- Research projects
- Publications
- Postgraduate thesis supervision and mentoring
- Postgraduate coursework lecturing
- Undergraduate courseworklecturing
- Practicum placement supervision
- Public lectures
- Workshops with staff, students and/or community members
- Short course and summer school teaching
- Engagement with state and federal governments, business and broader community.

We recognise activities are not limited to learning and teaching and research. The essential criterion is whether the appointment benefits the mission of the University and its Faculties and Institutes. Benefits may also be in areas such as providing strategic advice, mentoring staff, building partnerships, fostering government,
industry, business and community connections, and involvement in teaching development projects or funding applications.

Qualifications required

Adjunct Title holders must be deemed to have reached a level of achievement in their field of expertise that may be equated to the level of achievement required for the corresponding substantive academic level at the University. For example, an Adjunct Senior Lecturer will normally have reached a level of achievement that can be equated to that of a Senior Lecturer employed by the University of Tasmania and an Adjunct Senior Researcher will normally have reached a level of achievement that can be equated to that of a Senior Research Fellow employed by the University. The key factor is the nominee’s capacity to undertake any duties associated with the title.

3.4 Clinical Titles

Purpose of conferral of a Clinical Title

Conferral of a Clinical Title is made in order to support an active working relationship with a specialist clinician from another organisation or organisational unit within the University.

Conferral of a Clinical Title is designed to enrich the academic programs of the University by involving clinical professionals in teaching and learning and/or research activities. A Clinical Title holder may be involved in activities such as:

- Research projects
- Publications
- Postgraduate thesis supervision and mentoring
- Postgraduate coursework lecturing
- Undergraduate coursework lecturing
- Practicum placement supervision
- Public lectures
- Workshops with staff, students and/or community members
- Short course and summer school teaching.
- Engagement with state and federal governments, business and broader community.

Qualifications required

Although Clinical Title holders may not hold an academic position elsewhere that corresponds to their Clinical Title at the University of Tasmania, they must be deemed to have reached a level of achievement in their field of expertise that may be equated with the level of achievement required for the corresponding substantive academic level at the University of Tasmania. For example, a Clinical Senior Lecturer will normally have reached a level of achievement that can be equated to that of a Senior Lecturer employed by the University of Tasmania. The key factor is the nominee’s capacity to undertake any duties associated with the Clinical Title.

3.5 Associate Titles

Purpose of conferral of Associate Titles
Conferral of the title of University Associate is designed to support and enrich the work of the University. This is achieved by involving individuals who can make an active contribution but who do not otherwise have some ongoing relationship with or recognition by the University. In addition, by involving individuals who are employed by or have a formal attachment to a University organisational unit other than that in which they hold the title of University Associate.

The title University Associate may be awarded to, for example:

- A current member of staff of the University who makes an active contribution to the activities of another organisational unit of the University
- Professional staff who seek an ongoing relationship with the University after retirement
- A recently completed University HDR candidate or postdoctoral fellow who wishes to maintain an active connection with the University
- Professionals such as laboratory managers, local council managers and librarians making an active contribution to the work of the University
- Other individuals making an active contribution to the mission of the University.

### 3.6 Nomination

Before a nomination is made for conferral of an Adjunct, Clinical or Associate Title, the nominator must be satisfied that the total benefits to the University (e.g. in terms of the operational activities, strategic directions or reputation of the University) at least match the total costs to the University (e.g. costs of office facilities and/or infrastructure costs).

### 3.7 Delegations of Authority to Confer Adjunct, Clinical and Associate Titles

<table>
<thead>
<tr>
<th>Title</th>
<th>Conferred By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Professor</td>
<td>Provost</td>
</tr>
<tr>
<td>Clinical Professor</td>
<td>Provost</td>
</tr>
<tr>
<td>Adjunct Associate Professor</td>
<td>Provost</td>
</tr>
<tr>
<td>Clinical Associate Professor</td>
<td>Provost</td>
</tr>
<tr>
<td>Adjunct Senior Lecturer</td>
<td>Dean of Faculty, Head of University Institute, or Head of Division</td>
</tr>
<tr>
<td>Adjunct Senior Researcher</td>
<td>Dean of Faculty, Head of University Institute, or Head of Division</td>
</tr>
<tr>
<td>Clinical Senior Lecturer</td>
<td>Dean of Faculty, Head of University Institute, or Head of Division</td>
</tr>
<tr>
<td>Adjunct Lecturer</td>
<td>Dean of Faculty, Head of University Institute, or Head of Division</td>
</tr>
<tr>
<td>Adjunct Researcher</td>
<td>Dean of Faculty, Head of University Institute, or Head of Division</td>
</tr>
<tr>
<td>Clinical Lecturer</td>
<td>Dean of Faculty, Head of University Institute, or Head of Division</td>
</tr>
<tr>
<td>University Associate</td>
<td>Dean of Faculty, Head of University Institute, or Head of Division</td>
</tr>
</tbody>
</table>

Nomination, selection, conferral and renewal procedures are outlined in the Adjunct, Clinical and Associate Titles Procedure.
3.8 Selection

University staff members who seek to be an Adjunct, Clinical or Associate Title Holder in another faculty or institute at the same level would be automatically approved on the basis of written recommendations of the relevant Deans, Directors or Principals, submitted to the Provost's office. The intention will be that this would normally be approved for all staff other than in exceptional circumstances.

Other Adjunct, Clinical and Associate Title Holders must be appointed after a formal and properly documented assessment process. In the case of titles at the level of Professor or Associate Professor, nominations will be considered by the Adjunct, Clinical and Associate Titles Committee consisting of:

- Provost (Chair)
- Two Deputy Vice-Chancellor (or nominees)
- Two Deans or Heads of University Institutes
- Chair of Academic Senate (or nominee)

The Adjunct, Clinical and Associate Titles Committee will act fairly and without bias. Where there is a potential conflict of interest, the relevant member(s) of the committee must declare this to the Chair. The Chair will then determine the appropriate action. Where there is a significant, material conflict of interest, the relevant member(s) of the committee will absent themselves from the discussion and determination regarding the particular nomination.

Conferrals below the level of Associate Professor must be awarded after assessment via a formal process and approved by the relevant Dean of Faculty, Head of University Institute or Head of Division.

Details of procedures are provided in the Adjunct, Clinical and Associate Titles Procedure.

3.9 Term of Conferral

Adjunct, Clinical and Associate titles are established for a period of up to three years. Renewal processes are outlined in the Adjunct, Clinical and Associate Titles Procedure.

3.10 Vice-Chancellor’s Discretion

The Vice-Chancellor may also confer an Adjunct, Clinical or Associate Title from those listed in this policy on an annually renewable basis in cases of special merit that do not neatly fit the categories defined.

3.11 Termination

Individuals holding an Adjunct, Clinical or Associate Title are required to conform with University Policy and normal expectations of good practice. Conferral of an Adjunct, Clinical or Associate Title may be terminated by the Vice-Chancellor if the title holder fails to adhere to this requirement or fails to undertake the activities expected when the conferral took place. Termination procedures are specified in the Adjunct, Clinical and Associate Titles Procedure.
3.12 Privileges of Adjunct, Clinical and Associate Title Holders

Remuneration

Conferral of an Adjunct, Clinical or Associate Title does not constitute an employment relationship with the University. Title holders are not remunerated for their activities; if remuneration is appropriate, the individual must be employed under the University’s normal employment provisions.

The contractual relationship between the University and the title holder is formed by the offer in the University’s letter of invitation and the acceptance in the title holder’s reply. This relationship, however, does not constitute an employment relationship.

Insurance

Adjunct, Clinical and Associate Title Holders are not eligible for workers compensation insurance in activities associated with their title. However, public liability cover is provided for title holders acting within the scope of the activities authorised by the University and who are under the direct control and supervision of the University. Title holders are insured under the University’s Personal Accident Insurance policy.

There is no age restriction on the University’s coverage for professional liability or general product liability. However, there are some age-related conditions or restrictions associated with other aspects of University of Tasmania insurance coverage. The current guidelines for insurance coverage are provided on the University’s web site and further information should be obtained from the University’s insurance office.

Agreements with Employers

An agreement will be required between the University and the employer of an Adjunct, Clinical or Associate Title Holder where any of the activities to be undertaken for the University will be carried out at the premises of the employer.

Health and Safety

Adjunct, Clinical and Associate Title Holders must take reasonable care for their own and other peoples’ health and safety and they must comply with any reasonable University workplace health and safety instructions, policies and procedures. The University has a health and safety duty with regard to Adjunct, Clinical and Associate title holders, as specified in the Work Health and Safety Act 2012. Title holders also have duties under this Act.

If the Adjunct, Clinical and Associate Title holder is undertaking activities in a part of the University’s specialist facility, including laboratories, then they are obliged to undertake the workplace health and safety checks associated with those specific areas.
Facilities

Adjunct, Clinical and Associate Title Holders have the same privileges as full-time staff members in terms of the usual academic courtesies and privileges, including access to the Library, University Club, parking facilities, email and internet access. Provision of space to Adjunct, Clinical and Associate Title Holders is governed by the Space Management Policy.

Travel

Adjunct, Clinical and Associate Title Holders are eligible to apply for University conference travel grants.

The University’s Travel Policy and General Public Liability insurance applies to Adjunct, Clinical and Associate Title Holders, provided that the conferral is disclosed to the University's insurers.

Use of Professorial title

Adjunct and Clinical Professors may use the honorific title ‘Professor’ for the duration of their conferral, but in formal usage (e.g. in written documentation, business cards, etc.) it is expected that the full nomenclature, i.e. Adjunct or Clinical Professor, University Associate etc. is used.

Decision-making Bodies

Adjunct, Clinical and Associate Title Holders are not eligible for membership of, nor are they able to vote in the election of members of, the University Council or the Academic Senate unless they also hold a paid employment position in the University.

3.13 Obligations of Adjunct, Clinical and Associate Title Holders

Legislation and Policies

Adjunct, Clinical and Associate Title Holders are required to comply with all University rules, legislation and policies. This includes (but is not limited to) all legislation applicable to the University and all legislative instruments and policies enacted or promulgated by the University.

In particular, those involved in research associated with the University are required to conduct research in compliance with the Australian Code for the Responsible Conduct of Research, the Responsible Conduct of Research Policy and all other relevant University policies, procedures and guidelines. Research activities involving human participants (including the use of their data or tissue) or research and teaching activities involving animals must be approved and monitored by the relevant University Ethics Committee.

Acknowledgement of Affiliation with the University

Given the privileges afforded to Adjunct, Clinical and Associate Title Holders, explicit acknowledgement of the University affiliation/title must be provided in the course of all relevant activities and the products of those activities. Publications, grant applications, contracts, and other scholarly work grants arising from the University affiliation/title must include explicit acknowledgement of the University of Tasmania.
through listing the University of Tasmania as one of the Adjunct, Clinical and Associate Title holder’s affiliations. Those Adjunct, Clinical and Associate Title Holders who have substantive appointments at other institutions are required to acknowledge affiliation with each institution that supports that research activity.

**Intellectual Property**

In accordance with the University’s *Intellectual Property Ordinance*, intellectual property created by an Adjunct, Clinical or Associate title holder is owned by the title holder except where there is a legal basis for the University’s ownership of the relevant intellectual property.

Such legal bases may include where: a) ownership of that intellectual property vests in or is assigned to the University by operation of law, including where the University has commissioned the work of the title holder; or b) intellectual property vests in the University further to an agreement between the title holder and the University.

Where the Adjunct, Clinical or Associate Title holder is not an employee of the University, the University will request that a title holder assign or licence their intellectual property to the University or a third party (as the case may be) where: a) the University proposes to commercially exploit the intellectual property; b) it is a requirement of a third party which is funding or facilitating the research or consultancy in which the non-employee is or will become involved that the title holder assign or licence the intellectual property to either the University or the third party; or c) the University will contribute, or has contributed, existing intellectual property to a project in which the title holder proposes to participate.

**Confidentiality**

Adjunct, Clinical and Associate Title Holders are required to maintain the confidentiality of information if this information may be of commercial value to the University. Position holders must not, without the prior consent of the University directly or indirectly disclose such confidential information to any third parties, other than those to whom disclosure is deemed reasonably necessary to allow the completion of the tasks for which the conferral has been made.

### 3.14 Obligations of Host Organisational Units

During the term of the conferral the host organisational unit must make available to the title holder the facilities and resources outlined in the letter of conferral.

### 3.15 Recordkeeping

Every attempt will be made to capitalise on connections made through conferrals to Adjunct, Clinical and Associate Titles. All conferrals will be reported to the Alumni Office and to Human Resources, where a personnel file will be maintained on the title holder.

Details of all Adjunct, Clinical and Associate Title awards will be held on the Human Resource Management System maintained by Human Resources, and will show the title holder’s full name, date of birth, preferred name, exact title, postal address, telephone number, commencement and expiry dates of appointment and, the organisational unit to which the title holder is assigned.
3.16 Transition Arrangements

Appointments made under the *Honorary, Visiting, Clinical and Adjunct Appointments Policy and Procedures* (August 2003) or the *Voluntary Positions Policy* (March 2012) will remain in place until the expiration of the current term of appointment. Any subsequent renewals of these appointments should be made in accordance with this Policy and its attendant procedure and should result in the conferral of a corresponding Adjunct, Clinical or Associate title.

4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Organisational Unit</td>
<td>Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
</tr>
<tr>
<td>University Ethics Committee</td>
<td>Means University of Tasmania Social Sciences Human Research Ethics Committee, Health and Medical Human Research Ethics Committee or Animal Ethics Committee</td>
</tr>
</tbody>
</table>

5 Supporting Documentation

- Authorship of Research Policy
- Distinguished Professors Policy
- Guidelines for the Preparation of Nomination Materials for Honorary Degrees
- Guidelines for the Preparation of Nomination Materials for the Award of Fellow of the University of Tasmania
- University of Tasmania Visiting Fellows and Visiting Scholars Program Policy
- Research Ethics Policy
- Space Management Policy
- Responsible Conduct of Research Policy
- Work Health and Safety Policy
- Managing Allegations of Research Misconduct Procedure
- Australian Code for the Responsible Conduct of Research

6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Version 1 – Voluntary Positions Policy; approved March 2012; reviewed November 2013.</th>
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<tbody>
<tr>
<td>Version 2 – Adjunct and Clinical Titles Policy; approved December 2013; reviewed December 2014.</td>
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<tr>
<td>Version 3 – Adjunct, Clinical and Associate Titles Policy; approved December 2014.</td>
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<tr>
<td>Current Version</td>
<td>Version 4 – Adjunct, Clinical and Associate Titles Policy; approved January 2016</td>
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