

Adjunct, Clinical and Associate Titles Procedure (interim)

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Purpose

The objective of this interim procedure is to specify the arrangements that govern the nomination, selection, conferral and renewal of Adjunct, Clinical and Associate titles at the University of Tasmania. This procedure will be replaced by the end of 2020 with a new and revised procedure.

Applicable governance instruments

Instrument	Section	Principles
3.3 Academic Promotions and Honorary and Adjunct Titles Policy	2. Academic Honorary and Adjunct Titles	2.2-2.4

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Procedure

1. Scope

This interim procedure applies to all Adjunct, Clinical and Associate titles, as defined in this interim procedure. 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.

This interim procedure does not include Professors Emerita/Emeritus, Distinguished Professors, the award of Honorary Degrees, the award of the title Fellow of the University, or Visiting Fellows and Scholars. These are dealt with in other procedures or guidelines.

2. 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.

University staff members may seek to be an Adjunct, Clinical or Associate title holder in another University organisational unit.

3. Categories of Adjunct, Clinical and Associate Titles

Adjunct Titles	Clinical Titles	Associate Titles
<ul style="list-style-type: none">• Adjunct Professor• Adjunct Associate Professor• Adjunct Senior Lecturer• Adjunct Senior Researcher• Adjunct Lecturer• Adjunct Researcher	<ul style="list-style-type: none">• Clinical Professor• Clinical Associate Professor• Clinical Senior Lecturer• Clinical Lecturer	<ul style="list-style-type: none">• University Associate

4. 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 title holder may be involved in activities such as:

- Research projects
- Publications

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- 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.

We recognise activities are not limited to learning and teaching and research. The essential criterion is whether the appointment benefits the strategic priorities of the University. 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 Researcher employed by the University. The key factor is the nominee's capacity to undertake any duties associated with the title.

5. Clinical Titles

Purpose of conferral of a Clinical title

Conferral of a Clinical title is made 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

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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.

6. Associate Titles

Purpose of conferral of University 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 of University Associate may be awarded to, for example:

- A current member of University staff 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; or
- Other individuals making an active contribution to the strategic priorities of the University.

7. Nomination for New Appointments

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).

Nomination materials

Nominations may be made at any time by a University employee or a Head of School, Institute or Divisional Section (henceforth referred to as 'the Head').

All nominations for Adjunct, Clinical and Associate titles must include:

- Completed Adjunct, Clinical and Associate Titles Nomination Form
- Rationale for the conferral provided by the Head, which:
 - outlines the nominee's expected contribution to the work of the University
 - states the benefits expected to flow to the University
- Where the nominee has previously held an Adjunct, Clinical, Associate or equivalent title with the University of Tasmania, a short statement of the tangible outcomes of the previous period as a title holder;
- Brief, current curriculum vitae of the nominee (5 pages or a web hyperlink).

It is imperative that nominations are made for the appropriate category of title.

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8. Delegations of Authority to Confer Adjunct, Clinical and Associate Titles

Title	Conferred By
Adjunct Professor	Provost
Clinical Professor	Provost
Adjunct Associate Professor	Provost
Clinical Associate Professor	Provost
Adjunct Senior Lecturer	Executive Dean or Head of Division
Adjunct Senior Researcher	Executive Dean or Head of Division
Clinical Senior Lecturer	Executive Dean or Head of Division
Adjunct Lecturer	Executive Dean or Head of Division
Adjunct Researcher	Executive Dean or Head of Division
Clinical Lecturer	Executive Dean or Head of Division
University Associate	Executive Dean or Head of Division

9. Selection

University staff members who seek to be an Adjunct, Clinical or Associate title holder in another organisational unit at the same level will be automatically approved on the basis of written recommendations from both of the relevant Heads of School, Directors or Principals, submitted to the Provost's office. The intention is that this will normally be approved for all staff other than in exceptional circumstances.

Professor, Clinical Professor, Associate Professor, Clinical Associate Professor level titles

Nominations will be considered by the Adjunct, Clinical and Associate Titles Committee comprising:

- Provost (Chair)
- Deputy Vice-Chancellor (Research)
- Executive Deans
- Pro Vice-Chancellor (Partnerships)
- 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 nomination.

The Committee may choose to meet by circulation.

Other levels of Adjunct and Associate level titles

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Conferrals below the level of Associate Professor are approved by the Head of School/Head of Divisional Section after a College/Division process and signed by the Executive Dean (or delegate) or Head of Division prior to submission for processing.

10. Term of Conferral

Adjunct, Clinical and Associate titles are conferred for a period of up to three years. All appointments will have a common expiry date of either 31 January or 31 July.

11. Renewal of Appointments

Renewals of all levels of Adjunct, Clinical and Associate titles may be made up to six months prior to the current expiry date.

An appointment cannot be renewed after six weeks past the current expiry date. A new nomination is required.

If a University Associate is to be renewed as another category of title, a new nomination is required.

Renewals are made via an online form in the Service Portal (<https://utas1.service-now.com/selfservice/>). The form is under Staff Forms, in the Honorary Appointments section.

Renewal forms will be work flowed for approval to the relevant Head of School/Divisional Section Head.

Requests for renewal should be accompanied by information such as a short statement of the outcomes of the previous appointment and an updated curriculum vitae as additional information for the Head.

All renewals will have an expiry date of either 31 January or 31 July and the maximum renewed term is three years.

12. Vice-Chancellor's Discretion

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

13. Termination

Individuals holding an Adjunct, Clinical or Associate title are required to comply with the University's governance instruments, values and expectations of behaviour.

Conferral of an Adjunct, Clinical or Associate title may be terminated by the Vice-Chancellor if the title holder fails to adhere to these requirements or fails to undertake the activities anticipated when the conferral took place.

14. 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 appointment and the acceptance in the title holder's reply. This relationship, however, does not constitute an employment relationship.

Insurance

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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 intranet site and further information should be obtained from the University's Insurance Officer.

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 (Tas)*. 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 facilities, including laboratories, 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 at the discretion of the Head of the organisational unit to which they have been appointed.

Travel

Adjunct, Clinical and Associate title holders are eligible to apply for University conference travel grants. The University's travel processes 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 Professor 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.

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15. 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 *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 activity.

Intellectual Property

In accordance with the University's *Intellectual Property Policy*, 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,

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other than those to whom disclosure is deemed reasonably necessary to allow the completion of the tasks for which the conferral has been made.

16. 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.

17. 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 People and Wellbeing where a personnel file will be maintained for the title holder.

Details of all Adjunct, Clinical and Associate title holders will be recorded on the University's human resources system and will show the title holder's full name, date of birth, preferred name, exact title, home institution, postal address, telephone number, commencement and expiry dates of appointment, and the organisational unit to which the title holder is assigned.

Versioning

<i>Versions</i>	<i>Item No</i>	<i>Action</i>	<i>Approval Authority</i>	<i>Responsible Officer/s</i>	<i>Approval Date</i>
1.0		Approval	Provost	Provost	25 Sept 2020

Definitions

[Organisational unit](#) | [University Ethics Committee](#)