

Visiting And Adjunct Appointments Policy

Section 1 - Purpose

(1) This Policy sets out the categories and titles of visiting and adjunct (VA) appointments at Charles Sturt University (the University) as well as their entitlements and obligations.

Scope

(2) This Policy applies to:

- a. individuals who have resigned or retired from the staff of the University;
- b. individuals who are not employees of the University but who have been recognised for their contribution to the teaching, research, scholarship, creative work or management of the University;
- c. individuals who are approved officers of a body or organisation that is a strategic affiliate of the University under an affiliation agreement approved by the Vice-Chancellor in writing; and
- d. individuals who are employed by the University's partners in Australia and abroad, and who participate in the teaching of subjects and courses leading to University awards.

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

Part A - Responsibilities

(4) The Division of Library Services is responsible for the provision of access to the physical and online resources of the Library.

(5) The Division of Information Technology is responsible for the provision of access to information technology services.

(6) Student Central is responsible for issuing Charles Sturt University Cards to eligible individuals.

(7) The Division of People and Culture is responsible for administering VA appointments.

(8) Faculties, Research Centres and Divisions/Offices are responsible for negotiating privileges and arranging the payment of stipends to eligible visiting titleholders, and for inducting VA titleholders to the University. Where sponsorship of international visitors is required, Faculties, Research Centres and Divisions/Offices are responsible for collecting all data necessary for the University to lodge a sponsorship application.

(9) The Division of Finance is responsible for the payment of stipends to eligible visiting titleholders.

Part B - Visiting Appointments

(10) The University uses the following visiting titles:

- a. Visiting Artist;
- b. Visiting Scholar;
- c. Visiting Academic;
- d. Visiting Fellow;
- e. Visiting Senior Fellow;
- f. Visiting Associate Professor; and
- g. Visiting Professor.

(11) Appointments in this category are designed to recognise active participation in the University's educational, research or collaborative programs. In most cases, visiting titleholders would remain employees of another institution, external research body, professional organisation or business within Australia or abroad.

Visiting Artist

(12) The title of Visiting Artist may be conferred upon practising:

- a. artists, working in the fields of painting, drawing, product design, sculpting, weaving, silversmithing, ceramics, silkscreening, photography or printed textiles;
- b. musicians, including music educators, choir masters, composers and instrumentalists;
- c. actors, producers, stagecraft and media specialists;
- d. writers; and
- e. artists practising in a field apposite to an approved University course.

Visiting Scholar

(13) The title of Visiting Scholar may be conferred on a student from another institution who visits the University for the purpose of completing the practical component of his/her course.

(14) Full-fee paying international students are the responsibility of the International Office and not covered by this Policy.

4.5 Visiting Academic

(15) The title of Visiting Academic may be conferred on:

- a. a visitor who wishes to be attached to a Faculty or Research Centre for the purposes of collaborative research; or
- b. an employee of one of the University's partners who visits the University to become familiar with quality requirements with respect to the delivery of academic programs.

Visiting Fellow

(16) The title of Visiting Fellow may be conferred on a person who is visiting a Faculty or Research Centre for the purposes of collaborative research and/or delivering guest lectures or seminars in their field of expertise.

Visiting Senior Fellow

(17) The title of Visiting Fellow may be conferred on a Senior Fellow from another university or a person of equivalent status who is visiting a Faculty or Research Centre for the purposes of collaborative research and/or delivering guest lectures or seminars in their field of expertise.

Visiting Associate Professor

(18) The title of Visiting Associate Professor may be conferred on a professor from another university or a person of equivalent status who is visiting a Faculty or Research Centre for the purposes of collaborative research and/or delivering guest lectures or seminars in their field of expertise.

Visiting Professor

(19) The title of Visiting Professor may be conferred on a professor from another university or a person of equivalent status who is visiting a Faculty or Research Centre for the purposes of collaborative research and/or delivering guest lectures or seminars in their field of expertise.

Part C - Adjunct Appointments

Adjunct Appointments - Academic

(20) The University uses the following adjunct titles:

- a. Adjunct Associate Lecturer;
- b. Adjunct Lecturer;
- c. Adjunct Senior Lecturer;
- d. Adjunct Associate Professor;
- e. Adjunct Professor;
- f. Adjunct Research Associate;
- g. Adjunct Research Fellow;
- h. Adjunct Senior Research Fellow;
- i. Adjunct Associate Research Professor; and
- j. Adjunct Research Professor.

(21) Adjunct titleholders may contribute to the delivery of a University program, or contribute to ongoing research or scholarship activities. In some instances, they would be employees of partner institutions who collaborate in the delivery of University programs.

Adjunct Appointments - Policing

(22) Appointments made under the Deed of Agreement between the New South Wales Police and the University shall use the following titles:

- a. Instructor/Demonstrator;
- b. Provisional Associate;
- c. Academic Associate;
- d. Senior Academic Associate; and
- e. Professorial Associate.

Adjunct Appointments - Fieldwork Supervisors

(23) The title of Adjunct Fieldwork Supervisor may be conferred upon professional staff of organisations that supervise

University students on fieldwork or practicum placements.

Adjunct Appointments - Professional

(24) The title of Adjunct Professional may be conferred upon professional staff of the University's partner institutions in order to facilitate University programs.

Adjunct Appointments - Administrative

(25) The title of Adjunct Administrator may be conferred upon administrative staff of the University's partner institutions in order to facilitate access to the University's student administration system.

Adjunct Appointments - Affiliate Officer

(26) The title of Adjunct Affiliate Officer may be conferred selectively upon individuals who are substantive full-time or part-time administrative or professional officers of a body or organisation that has an affiliation agreement with the University which has been approved in writing by the Vice-Chancellor. An employee of an affiliated body or organisation may also be eligible for appointment as an Adjunct Academic where the individual meets the requirements for appointment under those provisions and subject to approval by the delegated officer.

Part D - Duration of VA Appointments

(27) VA appointments are normally up to five years in duration and may be renewed by mutual agreement.

(28) The University reserves the right to terminate a VA appointment with four weeks' notice in writing.

Part E - Entitlements

Privileges

(29) VA titleholders may be entitled to access the University's library and information technology services and be issued a Charles Sturt University Card, together with other privileges as negotiated. (See the Visiting and Adjunct Appointments Procedure for details.)

Status

(30) VA titleholders have the status of University staff and may be granted access to staff privileges.

(31) VA titleholders in the following Schools are eligible to vote in School and Faculty Board elections:

- a. School of Theology;
- b. School of Policing Studies;
- c. International School of Business and Partnerships;
- d. Ontario School of Education; and
- e. School of Information Studies.

(32) A person appointed as Adjunct or Visiting Professor may use the title of Professor.

(33) For ceremonial occasions, VA titleholders rank with equivalent levels of the University's mainstream staff.

Remuneration - Visiting Titleholders

(34) Visiting appointments do not attract salary of any kind from the University.

(35) Visiting titleholders may receive a stipend to cover travel and associated expenses. In the event that a visiting appointment is terminated by the University, payment of the stipend will cease at the end of the notice period. If the appointment is terminated by the visiting titleholder, he/she will be required to repay the amount of the stipend received.

(36) Visiting titleholders who are employed by another institution cannot normally be paid for work undertaken for the University.

Remuneration - Adjunct Titleholders

(37) Adjunct appointments do not attract salary of any kind from the University.

(38) Adjunct titleholders are not eligible for a living allowance or stipend.

(39) Adjunct titleholders who are employed by a partner institution cannot be paid for work undertaken for the University.

(40) Adjunct titleholders may be employed as casual academics, subject to the right to work in Australia. Payment for work undertaken for the University must be taken as taxable income and cannot be set aside for professional development.

Part F - Obligations of VA Titleholders

(41) All VA titleholders are subject to the provisions of the University's policies on:

- a. Outside Professional Activities;
- b. Intellectual Property; and
- c. the Code of Conduct for Staff.

(42) Visiting Artists are expected to take full responsibility for the security and safeguard of their works, personal effects and equipment.

(43) Where VA titleholders use the University's facilities to assist in the generation of research publications, it is expected that their affiliation with the University will be noted on these publications, which should be submitted to the Centre for Research and Graduate Training for the purposes of calculating research quantum.

(44) VA titleholders are prohibited from:

- a. representing themselves, by act or omission, as a substantive employee of the University;
- b. making binding representations for or on behalf of the University, except to the extent authorised in writing by a delegated officer of the University;
- c. entering into any contract, agreement or binding arrangement for or on behalf of the University;
- d. making public comment using their title as an Adjunct or Visiting staff member without prior authorisation in writing by the University.

(45) Where a VA titleholder is employed by another organisation with which the University has entered into an agreement, the organisation is required to indemnify and hold the University harmless against all claims, actions, losses or penalties incurred by the University arising from the appointment of the employee in a Visiting or Adjunct capacity (except to the extent that the loss etc. was caused by the negligence of the University).

(46) Where a VA titleholder is appointed as an individual, the individual is required to indemnify and hold the University harmless against all claims, actions, losses or penalties incurred by the University arising from the

appointment of the person in a Visiting or Adjunct capacity (except to the extent that the loss etc. was caused by the negligence of the University).

Section 4 - Procedures

(47) Refer to the [Visiting and Adjunct Appointments Procedure](#) .

Section 5 - Guidelines

(48) Nil.

Status and Details

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