

Appointment of Visiting or Adjunct Staff Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Recruitment, Selection and Appointment Policy](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1. The University engages with individuals, other than staff employed on a contract of service, who contribute to the work of the University or to the student experience.
- 2.2. The University is better able to minimise its risks if:
 - a) the general nature of the undertaking by Visiting and Adjunct staff, at or with the University, is identified;
 - b) the compliance obligations for these Visiting and Adjunct staff are identified and advised to them, and enforced by the University; and
 - c) the granting of access for these Visiting and Adjunct staff to University systems, facilities and property is fit for purpose and properly controlled.

3. PROCEDURAL DETAILS

3.1. Appointment requirements

- 3.1.1. All appointments for an individual to act at or with the University as a Visiting or Adjunct staff member will clearly set out how such associations will enhance the learning and teaching or research/creative works for the Faculty/Area and contribute to the University's Vision, Values and Strategic Plan.
- 3.1.2. All appointments will be made in accordance with the legislation of the Australian Department of Immigration and Border Protection and the Australian Tax Office.

3.2. Appointment submission

- 3.2.1. An appointment is to be raised through the Recommendation for Occupancy (RFO). The RFO is to include a recommendation by the Head of School to the Pro Vice-Chancellor or, for Visiting/Adjunct Professors, a recommendation from the Pro Vice-Chancellor to the Vice-Chancellor.

The recommendation will include:

- a) a current Curriculum Vitae, including a complete list of publications if appropriate;
 - b) a brief written submission in support of the appointment addressing the relevant criteria as outlined in section 3.2.3.;
 - c) a statement of duties; and
 - d) a referee's report, or a summary of a verbal reference, verifying the appointee's good standing.
- 3.2.2. People and Culture may request further documentation prior to the commencement of any duties (including a visa, working permit or tax file declaration form).
 - 3.2.3. In order for an appointment to be progressed, evidence of one of the following is required:
 - a) ability to contribute to specific University goals and objectives as described in the University's Strategic Plan;
 - b) being up to date in their field with regard to learning and teaching or research/creative works;
 - c) significant impact and quality outcomes in learning and teaching or research/creative works;
 - d) leadership and service with regard to learning and teaching or research/creative works; or
 - e) national eminence and international standing in their field.

3.3. Duties

- 3.3.1. The duties of each Visiting/Adjunct staff member will be set out in the RFO and may include:
- presenting guest lectures, tutorials, demonstrations, seminars
 - assisting in research/creative works activities
 - supervising research students, either as an associate or co-supervisor
 - developing publications
 - providing advice related to unit outlines
 - assisting with other opportunities identified by the University.
- 3.3.2. Visiting/Adjunct staff do not have any authority to comment on behalf of the University, represent the University or contractually bind the University.
- 3.3.3. Visiting/Adjunct staff will complete the required minimum compliance requirements as specified by the on boarding system.
- 3.3.4. The Head of School/Area is responsible for ensuring that the Visiting/Adjunct staff:
- a) undertakes the specified duties (as outlined in the RFO);
 - b) is regularly appraised in relation to the duties;
 - c) completes all compliance requirements;
 - d) undertakes a local area induction program; and
 - e) attends/completes the University induction, where feasible.

3.4. Benefits

Visiting/Adjunct staff may receive some benefits as negotiated with the School/Area. This information is to be included in the RFO and may include such things as:

- use of title
- honorarium payment (taxed at source)
- travel expenses
- living expenses
- library access
- grants
- conference support
- negotiated reimbursement of expenses
- office space, equipment and administrative support
- laboratory facilities
- car parking.

3.5. Exclusions

Visiting/Adjunct staff are specifically excluded from the following, unless otherwise negotiated and approved in writing by the appropriate Executive Manager:

- a) access to corporate credit cards;
- b) access to or responsibility for University cost centres;
- c) voting within the committee structure of the University (unless there is provision for external representation);
- d) nominating other staff for committee positions;
- e) responsibility for employment-related supervision of University staff (other than the supervision of research students);

- f) parallel appointment as a paid casual academic staff member (where casual academic work is required to be carried out it will be reimbursed as an honorarium or other benefit as listed in 3.4 above). Where it can be demonstrated that there are two clearly defined roles (i.e., a need for casual academic work and a need for a Visiting/Adjunct appointment) then concurrent positions may be approved by People and Culture.

3.6. Renewal and number of appointments

- 3.6.1. Although there are no limits on the number of times Visiting/Adjunct staff are invited to act at or with the University, repeat appointments are to be considered in relation to other modes of employment. It is not the intention of the University to use such appointments to fill positions that could reasonably be filled on a continuing or fixed term basis.
- 3.6.2. Documentation for renewal of a Visiting/Adjunct appointment will include details of previous appointments and employment at the University and details in relation to previous outcomes and achievements in relation to the duties undertaken, as outlined in 3.3.

3.7. Ceasing an appointment

- 3.7.1. The University may retract an appointment at any time if:
- a) the nature of the undertaking which gave rise to the appointment ceases; or
 - b) there is a breach of the Code of Conduct or University policies or procedures by the Visiting/Adjunct staff member.
- 3.7.2. The University may seek to recover a proportion of any expenses or honorarium payments made to the Visiting/Adjunct staff member.

3.8. Insurance cover

3.8.1. Workers' compensation insurance

- 3.8.1.1 In the event of injury arising out of or in the course of carrying out their duties, a Visiting/Adjunct staff member may be indemnified under the University's workers' compensation insurance policy and each claim will be considered by the insurer on its merits.
- 3.8.1.2 For advice on the University's workers' compensation insurance policy contact [Risk Management](#).
- 3.8.1.3 The University has Volunteer Personal Accident Insurance to cover out of pocket expenses associated with injuries to persons who volunteer their services and act under the direction and supervision of the University. Visiting/Adjunct staff may be eligible for indemnification under this policy if they are volunteering their services and do not meet the criteria under the Workers' Compensation Insurance.

3.8.2. Public liability / professional indemnity insurance

- 3.8.2.1 Adjunct/Visiting staff are automatically covered under the University's existing public liability and professional indemnity policies while:
- a) acting within the course of their duties;
 - b) where the act or omission was expressly authorised by the University; or
 - c) where the actions were done in the best interest of the University and were reasonably incidental to their duties.

4. RESPONSIBILITIES

In addition to any responsibilities set out in section 3,

4.1. People and Culture

People and Culture is responsible for:

- a) maintaining a comprehensive database of Visiting and Adjunct staff within the Human Resources Information System; and

- b) maintaining the minimum compliance requirements for Visiting and Adjunct staff in the on-boarding system.

4.2. Head of School/Area

Head of School/Area or nominee is responsible for managing local induction activities for Visiting and Adjunct staff.

5. SCOPE OF PROCEDURES

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor).

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Adjunct

The individual makes a regular and significant contribution to the learning and teaching, research/creative works or other activities of the University.

Visiting

An individual, who is a member of another educational or research institution, is engaged in learning and teaching, research/creative works or other activities of the University.

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Intellectual Freedom Policy](#)

[Intellectual Property – Ownership and Commercialisation Policy and Procedures](#)

[Titles for University Positions Procedures](#)

Recommendation for Occupancy (RFO) online form

Policy Compliance Officer	Jenny Taylor , Deputy Director, People Capability People and Culture
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
E004/P1.1	Approved	01/02/2002	Academic Senate	AS 25/02	Document No AS 11/02
E004/P1.2	Amended	12/07/2005	Planning and Management Committee	PMC 80/05	Document No 00867/05
E004/P1.2 A	Amended	09/05/2007	Council	C 58/07	Document No 00390/07 (Amended to Reflect Organisational Chart)

	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Amended	10/12/2008	Council	C 189/08	Attachment B to Confidential Document No 01286/08, Amended Responsibilities to Reflect Organisational Chart
	Amended	02/06/2009	Planning and Management Committee	PMC 47/09	Name Change from Staff Services to Human Resources
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Updated Links
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	11/05/2016	Chief Operating Officer	EM1614	Unconditional
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)
	Administratively Updated	01/03/2017	Director, Legal and Compliance Services		Links to RFO removed