



## Appointment of Adjunct Staff Procedures

### 1. STRATEGIC THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Recruitment, Selection and Appointment Policy](#)

Strategic Plan Theme: People and Culture

### 2. PROCEDURAL DETAILS

The University engages with adjunct staff to maintain strong and vibrant links with other universities and institutions, industry and the broader community to develop extensive networks and partnerships that support and integrate with the work and strategic activities of the University.

Adjunct staff will engage with the University at a level which corresponds to their academic, professional or career achievements. Staff leaving the employment of the University, and who are nominated to continue as adjunct staff, will ordinarily be engaged at a level equivalent to that which they held while employed by the University.

#### 2.1 Appointment requirements

- 2.1.1. All appointments for an adjunct staff member will be:
  - a) for an initial term of no longer than 3 years; and
  - b) in accordance with the relevant immigration and tax legislation.
- 2.1.2. In order for an appointment to be progressed, evidence of the ability of the appointment to make a valuable contribution to specific goals and objectives of the University, Faculty, School or other organisational unit is required.
- 2.1.3 Adjunct staff will be required to disclose and routinely update any external interests, activities, arrangements or employment, either nationally or internationally, relevant to their role, area of academic specialty or to University business.

#### 2.2 Appointment submission

All adjunct appointments are to be raised through the Recommendation for Occupancy (RFO) which is prepared by the Head of School/Area or nominee, and will include:

- a) a recommendation by the Head of School/Area;
- b) a full curriculum vitae;
- c) a statement of approved duties and responsibilities;
- d) any benefits negotiated with, and provided by, the Head of School/Area, as outlined in Section 2.6;
- e) a declaration of external interests, as outlined in Section 2.1.3; and
- f) the name of at least two referees, which may be used for verification of the appointee's good standing if required.

Further documentation may be requested prior to the commencement of any duties, including a visa, working permit or tax file declaration form.

#### 2.3 Appointment assessment and approval

- 2.3.1 All adjunct appointments will be assessed according to alignment with the criteria outlined in the Academic Capability Framework.
- 2.3.2 Approval of all adjunct staff appointments and renewals will be made by the relevant Pro Vice-Chancellor.

#### 2.4 Conferral of an academic title

Adjunct staff may be conferred one of the following academic titles:

Equivalent Academic Level	Titles for Adjunct staff	Titles for Adjunct Clinical staff
E	Adjunct Professor	Adjunct Clinical Professor

D	Adjunct Associate Professor	Adjunct Clinical Associate Professor
C	Adjunct Senior Lecturer Adjunct Senior Research Fellow	Adjunct Clinical Senior Lecturer Adjunct Clinical Senior Research Fellow
B	Adjunct Lecturer Adjunct Research Fellow	Adjunct Clinical Lecturer Adjunct Clinical Research Fellow
A	Adjunct Associate Lecturer Adjunct Research Associate	Adjunct Clinical Associate Lecturer Adjunct Clinical Research Associate

## 2.5 Duties and responsibilities

- 2.5.1 The duties of an adjunct staff member will be approved by the Head of School/Area, and may include:
- a) presenting guest lectures, tutorials, demonstrations, seminars;
  - b) assisting in research activities, including in a role as Chief Investigator;
  - c) supervising research students, either as an associate or co-supervisor;
  - d) developing publications;
  - e) providing advice related to the development and/or delivery of units and courses;
  - f) developing networks and strategic links with representatives of industry, the wider community or other research establishments or Universities; and
  - g) assisting with other opportunities identified by the University, such as providing strategic advice.
- 2.5.2 Adjunct staff are required to agree to abide by the University's Code of Conduct prior to the commencement of any duties.
- 2.5.3 Adjunct staff will complete the minimum compliance training requirements as specified by the on boarding system, prior to the commencement of any duties where possible.

## 2.6 Benefits

Adjunct staff may receive some benefits as negotiated with, and provided by, the Head of School/Area. This information is to be included in the Recommendation for Occupancy, as outlined in section 2.2 and may include such things as:

- a) use of an academic title (refer to section 2.4);
- b) honorarium payment (taxed at source);
- c) travel expenses;
- d) library access for non-commercial use;
- e) grants;
- f) conference support;
- g) negotiated reimbursement of expenses; and
- h) use of office space, equipment and administrative support.

## 2.7 Exclusions

- 2.7.1 Adjunct staff will not have any authority to comment on behalf of the University, represent the University, or contractually bind the University.
- 2.7.2 Adjunct staff are specifically excluded from the following, unless otherwise negotiated and approved in writing by the relevant Pro Vice-Chancellor:
- 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); and
  - f) holding a parallel appointment as a paid casual academic staff member.

- 2.7.3 Where a clear need can be demonstrated for an adjunct staff member to engage in casual academic work, the concurrent positions are to be approved by the relevant Pro Vice-Chancellor. Approved casual academic work will be reimbursed as an honorarium or other benefit, as listed in section 2.6.

## **2.8 Renewal of an appointment**

- 2.8.1 In instances where it is foreseen that regular and significant contributions will be made by the adjunct staff member beyond the initial three years, the appointment may be reviewed and renewed for a further three years at the same or a higher level through submission of a Recommendation for Occupancy by the Head of School/Area.
- 2.8.2 Renewal of an appointment will be based on recognition of the quality and impact of the adjunct staff member's achievements since initial appointment, on a statement of their continued duties and responsibilities, and on alignment of activities with the Academic Capability Framework and Strategic Plan.
- 2.8.3 Appointment renewals will be approved by the relevant Pro Vice-Chancellor.

## **2.9 Ceasing an appointment**

- 2.9.1 The University may review or retract an appointment or associated benefits at any time if:
- a) the nature of the undertaking which gave rise to the appointment ceases;
  - b) continuation is no longer in the best interests of the University;
  - c) the conferred title has been used in a way deemed by the University to be inaccurate or misleading; or
  - d) there is a breach of the Code of Conduct or University policies and procedures by the adjunct staff member.
- 2.9.2 In the event of the retraction of an appointment, the University may seek to recover a proportion of any expenses or honorarium payments made to the adjunct staff member.
- 2.9.3 Adjunct staff are advised to refer to the *Intellectual Property Policy and Procedures* for their rights in relation to ownership of Intellectual Property, and access to or continued use of University Intellectual Property.

## **2.10 Insurance cover**

### **2.10.1 Workers' compensation insurance**

- 2.10.1.1 In the event of injury arising out of or in the course of carrying out their duties, an 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.
- 2.10.1.2 For advice on the University's workers' compensation insurance policy contact [Risk Management](#).
- 2.10.1.3** 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. Staff may be eligible for indemnification under this policy if they are volunteering their services and are not covered by the University's Workers' Compensation Insurance.

### **2.10.2 Public liability / professional indemnity insurance**

Adjunct 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.

### 3 RESPONSIBILITIES

#### 3.1 Head of School/Area

Head of School/Area or nominee is responsible for preparing the Recommendation for Occupancy and for ensuring each adjunct staff member:

- a) reads and understands the University's Code of Conduct;
- b) completes and submits all required documentation, as outlined in Section 2.2 including a declaration of any external interests (Section 2.1.3);
- c) completes all compliance training requirements;
- d) undertakes a local area induction program;
- e) has been verified for their good standing, through the nominated referee(s) if required;
- f) undertakes the specified duties and responsibilities, as outlined in the Recommendation for Occupancy; and
- g) is regularly appraised in relation to performance of the duties and responsibilities.

### 4 SCOPE OF PROCEDURES

These procedures apply to the appointment of individuals as adjunct staff in the University. They do not apply to persons who are a contracted University staff member.

### 5 DEFINITIONS

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

#### **Adjunct staff**

An individual who is not a contracted University staff member, but who makes a regular and significant contribution to advance the work of the University and its Strategic Plan.

### 6 SCHEDULES

*Nil*

### 7 RELATED DOCUMENTS/LINKS/FORMS

[Academic Capability Framework](#)

[Curtin Code of Conduct](#)

[Academic Freedom and Freedom of Speech Policy](#)

[Responsible Conduct of Research Policy and Procedures](#)

[Supervision of Higher Degree by Research \(HDR\) Students Policy and Procedures](#)

[Intellectual Property Policy and Procedures](#)

[Titles for University Positions Procedures](#)

[Recommendation for Occupancy \(RFO\) online form](#)

<b>Policy Compliance Officer</b>	<a href="#">Jodi Vletter</a> , Transformational Lead, People and Culture
<b>Policy Manager</b>	Provost
<b>Approval Authority</b>	Provost
<b>Review Date</b>	1 <sup>st</sup> April 2025

**REVISION HISTORY**

<b>Version</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee / Board / Executive Manager</b>	<b>Approval / Resolution Number</b>	<b>Key Changes &amp; Notes</b>
	Approved	06/10/2021	Provost	EM2188	