



Appointment of Visiting Academic 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 visiting academic staff at a level which corresponds to their academic, professional or career achievements, in order to advance the strategic goals of the University.

2.1 Appointment requirements

2.1.1. All appointments for a visiting academic staff member will be:

- a) for an initial term of normally between 4 weeks and 1 year; 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 to contribute to specific goals and objectives of the University, Faculty, School or other organisational unit is required.

2.1.3 Visiting academic 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 speciality or to University business.

2.2 Appointment submission and approval

2.2.1 All visiting academic staff appointments are to be initiated 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 2.5;
- 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.

2.2.2 Approval of all visiting academic staff appointments will be made by the relevant Pro Vice-Chancellor.

2.3 Conferral of an academic title

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

Equivalent Academic Level	Titles for Visiting Academic staff	Titles for Visiting Clinical Academic staff
E	Visiting Professor	Visiting Clinical Professor
D	Visiting Associate Professor	Visiting Clinical Associate Professor
C	Visiting Senior Lecturer Visiting Senior Research Fellow	Visiting Clinical Senior Lecturer Visiting Clinical Senior Research Fellow

B	Visiting Lecturer Visiting Research Fellow	Visiting Clinical Lecturer Visiting Clinical Research Fellow
A	Visiting Associate Lecturer Visiting Research Associate	Visiting Clinical Associate Lecturer Visiting Clinical Research Associate

2.4 Duties and responsibilities

- 2.4.1 The duties of a visiting academic 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.
- 2.4.2 Visiting academic staff are required to agree to abide by the University's Code of Conduct prior to the commencement of any duties.
- 2.4.3 Visiting academic staff will complete the minimum compliance requirements as specified by the on boarding system, prior to the commencement of any duties where possible.

2.5 Benefits

Visiting academic 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 2.2.1, and may include such things as:

- a) use of an academic title (refer to section 2.3);
- b) honorarium payment (taxed at source);
- c) travel expenses;
- d) living expenses;
- e) library access for non-commercial use;
- f) grants;
- g) conference support;
- h) negotiated reimbursement of expenses;
- i) office space, equipment and administrative support;
- j) laboratory facilities; and
- k) car parking.

2.6 Exclusions

- 2.6.1 Visiting academic staff will not have any authority to comment on behalf of the University, represent the University or contractually bind the University.
- 2.6.2 Visiting academic 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.

2.6.3 Where a clear need can be demonstrated for a visiting academic staff member to engage in casual academic work, the concurrent positions are to be approved by the relevant Pro Vice-Chancellor. Casual academic work approved to be carried out will be reimbursed as an honorarium or other benefit, as listed in section 2.5.

2.7 Renewal of an appointment

2.7.1 In instances where it is foreseen that regular and significant contributions will be made by the visiting academic staff member beyond the initial year, the appointment may be reviewed and renewed for up to a further one year at the same level through submission of a Recommendation for Occupancy by the Head of School/Area.

2.7.2 Renewal of an appointment will be based on recognition of the quality and impact of the visiting academic staff member's achievements since initial appointment, and on a statement of their continued activities, duties and responsibilities.

2.7.3 Appointment renewals will be approved by the relevant Pro Vice-Chancellor.

2.8 Ceasing an appointment

2.8.1 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 visiting academic staff member.

2.8.2 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 visiting academic staff member.

2.8.3 Visiting academic 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.

2.9 Insurance cover

2.9.1 Workers' compensation insurance

2.9.1.1 In the event of injury arising out of or in the course of carrying out their duties, a visiting academic 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.

2.9.1.2 For advice on the University's workers' compensation insurance policy contact [Risk Management](#).

2.9.1.3 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.

2.9.2 Public liability / professional indemnity insurance

Visiting academic 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 visiting academic 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 visiting academic 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)

Visiting Academic staff

An individual who is not a contracted University staff member, but who visits and engages with the University on any of its campuses for a specified time to advance the work of the University and its Strategic Plan. The person would normally hold a similar position at another recognised university or institution or be deemed to be of equivalent standing.

6 SCHEDULES

Nil

7 RELATED DOCUMENTS/LINKS/FORMS

[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](#)

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REVISION HISTORY

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