



Version	Approved by	Approval date	Effective date	Next full review
2.0	Vice-President, Human Resources	8 August 2017	15 August 2017	August 2020
Procedure Statement				
Purpose	This procedure supports the <i>Conferring Academic Titles Policy</i> and describes the process for conferring academic titles outside the scope of the UNSW academic appointment and promotion processes.			
Scope	This procedure applies to all requests for, and decisions about, the conferral of an academic title at UNSW.			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however Local Documents must not breach mandatory requirements in University-wide Codes of Conduct, Policies, Standards and Procedures.		<input type="checkbox"/> No	
Procedure Processes and Actions				

1. Overview of Procedure for Conferring Academic Titles

1.1. This Procedure supports the *Conferring Academic Titles Policy* which identifies the following approved academic titles:

- a) Senior Executive Academic
- b) Emeritus Professor
- c) Adjunct Academic
- d) Conjoint Academic
- e) Honorary Academic
- f) Visiting Academic
- g) Research Academic

1.2. The appropriate title, sub-title and the approving authority for the conferral of all academic titles other than those through the academic appointment and promotion processes is set out in [Appendix A](#).

1.3. Academic title holders will be expected to use one of the following formats:

[First Name] [Surname], [Conferred Academic Title] UNSW

OR

[Conferred Academic Title] [First Name] [Surname], UNSW

Example: Conjoint Associate Professor

Dr Jane Smith, Conjoint Associate Professor UNSW

OR

Conjoint Associate Professor Jane Smith, UNSW

Where a person holds more than one title (for example Emeritus Professor and Adjunct), they should use one or the other title as they consider appropriate, not both titles.

2. Initial Conferral of Academic Title

2.1. A request for the conferral of an academic title will normally be submitted to the Faculty Dean by the relevant Head of School/Centre Director or divisional unit manager via a [HR20 – Conferral of Academic Title Proposal Form](#) (RTF or PDF) or, for the award of a conjoint academic title in the Faculty of Medicine via a Faculty of Medicine 'Application for Conjoint Status' form (PDF). The

Faculty Dean will either make a decision on the proposal (for titles at Level A – C) or provide a recommendation (for titles at Level D – E) to the Deputy Vice-Chancellor Academic who will make a final determination. The President and Vice-Chancellor is required to approve all proposals for conferral of the title of Professor on senior executive employees of the University and on conferral of the title of Emeritus Professor.

- 2.2. A request via the relevant Faculty / Division for the conferral of an Knowledge Exchange academic title will normally be submitted to the Deputy Vice-Chancellor Enterprise by the relevant Divisional unit manager via a [HR20 – Conferral of Academic Title Proposal Form](#).
- 2.3. Recommendations for level of academic title must be consistent with the levels expected for academic appointments at UNSW. The level of title needs to be justified and determined on the basis of work history and achievements and the total combination of contributions made, and expected to be made, to the School/Centre, Faculty and/or to the University. Appropriate referees should be nominated except where the proposed title holder holds or has recently held an academic appointment at a G08 or comparable overseas University.
- 2.4. Where it is recommended that an existing or potential UNSW Professional & Technical staff member be conferred an academic title, a recommendation from the Head of School/Centre Director or divisional unit manager should be submitted to the Deputy Vice-Chancellor Academic, via the Faculty Dean, who will make a final determination.
- 2.5. Retrospective proposals for the conferral of an academic title will not be considered by the University.

3. Review and Extension

- 3.1. The conferral of an academic title must be reviewed formally at least every 3 years (at least every 5 years in the case of conjoint titles in the Faculty of Medicine).
- 3.2. The process for conferring an academic title for a further period will be the same as set out in section 2 above. Any recommendation or decision to extend the period of conferral of an academic title must include justification based on the individual's contribution to the School/Centre, Faculty and/or to the University during the period of holding the academic title, projected future contribution and any resource implications on the School/Centre, Faculty or University.
- 3.3. With the exception of conjoint title holders in the Faculty of Medicine or where the Deputy Vice-Chancellor Academic determines otherwise, requests for changes to the level of the academic title will be restricted to the time of review and extension set out in 3.1 above.
- 3.4. Conjoint title holders in the Faculty of Medicine can be promoted to a higher level via the UNSW academic promotion track. In this situation, the timing of application for promotion will be determined by the UNSW timetable.
- 3.5. With the approval of the Deputy Vice-Chancellor Academic and the Deputy Vice-Chancellor Research the level of an academic title may be altered to the relevant equivalent level in recognition of any promotion arising from rigorous processes undertaken by a relevant external body such as NH&MRC or in accordance with Faculty and/or UNSW policy.

4. Withdrawal of Title

The University reserves the right to withdraw the academic title and any associated conditions and privileges in accordance with the *Conferral Academic Titles Policy*. The University may, but is not obligated to, give reasons for withdrawing an academic title.

5. Visa Requirements for International Academics Visiting Australia

- 5.1. All international academics visiting Australia are required to obtain a valid visa prior to entering Australia and will also need to make their own arrangements for suitable health and travel insurance.
- 5.2. Guidance on the most appropriate visa for each Visitor's situation should be obtained from the Australian Department of Immigration and Border Protection (DIBP) website <http://www.border.gov.au/> or the Australian consulate office in the Visitor's home country. A tourist visa is not suitable and is not recommended for visiting academics.
- 5.3. The suggested visa type for each period of visiting Australia is contained in the following table:

Period of time in Australia (continuous)	Visa	Documentation required by Visitor for Department of Immigration & Citizenship
< 3 months	<ul style="list-style-type: none"> Subclass 408 "Invited Participant in an event" activity. This option allows recognized overseas academics (not research students) to engage in a brief lecture, workshop or research activity at the invitation of a tertiary institution. The stay in Australia must not be more than 3 months. No work is permitted. A letter of invitation will be required. Subclass 400 ("Highly Specialised Work" stream). This option allows for recognized overseas academics (not research students) to undertake research, guest lecture or any other type of work for a higher education institution on a short term, non-ongoing basis. The stay in Australia must not be more than 3 months (although up to 6 months might be possible if a "good business case can be made out"). A letter of invitation will be required. Subclass 600 (Tourist or Business Entrant stream) or subclass 601 (ETA "business visitor activity") or subclass 651 (eVisitor "business visitor activity"). Immigration policy suggests that this visa could accommodate "overseas academics and overseas students wishing to visit Australia to conduct research in relation to a project or qualification they are undertaking overseas". The stay in Australia must not be more than 3 months. No work is permitted. No remuneration is permitted, other than travel or living allowance. A letter of invitation will be required. 	Letter of Conferral of an Academic Title from UNSW
3 months - 2 yrs	Temporary Activity (subclass 408) visa (Research Activity)	<ul style="list-style-type: none"> Letter of Conferral of an Academic Title from UNSW Completed visa Application form

It should be noted that it is the period of time to be spent in Australia that determines the visa required, not the length of time for which the visiting academic title is conferred. Therefore, a person conferred the title of Visiting Fellow for 2 years may only require the ETA or Temporary work visa (subclass 400) if they only intend to actually visit Australia for less than three months.

As soon as the possible conferral of a visiting academic title for an academic from an overseas institution is considered, information regarding Visa options should be sought from the Faculty HR Consultant. Seeking early assistance will minimise delays in visa processing.

- 5.4.** The Department of Immigration and Border Protection (DIBP) places restrictions on the type of work that can be undertaken by visiting international academics who hold the above visa types. There are industrial relations and employment issues and potential risk of breaching visa regulations surrounding Visiting Academics undertaking activities other than as described in the DIBP policy.
- 5.5.** The DIBP policy permits visiting academics on 408 visas to teach on an informal basis (e.g. one-off guest lectures) during their visit provided it is not the main purpose of their stay and it remains an incidental component of their observing, or participating in, research.
- 5.6.** Under DIBP guidelines, the main purpose of a visiting international academic's stay is to be 'observing, or taking part in, research', which generally implies that the research project:
- has already been established;
 - is being carried on by the inviting institution; and therefore
 - already involves other academics at the inviting institution as well as the visiting academic.
- 5.7.** Generally, it may be expected that Visiting Academics from overseas will be persons on sabbatical (or similar) leave from their current academic appointment. DIBP Officers may request evidence of such leave from the Visiting Academic's home institution.
- 5.8.** For information, advice or assistance with the visa application process, please contact DIBP or the nearest Australian Embassy. Please note that UNSW staff members are not qualified to provide immigration advice or assistance. For DIBP contact details please visit: <http://www.border.gov.au/about/contact>.

Accountabilities	
Responsible Officer	Vice-President, Human Resources
Contact Officer	Vice-President, Human Resources
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: Nil
Parent Document (Policy)	Conferring Academic Titles Policy
Supporting Documents	HR20 – Conferral of Academic Title Proposal Form Faculty of Medicine 'Application for Conjoint Status' form
Related Documents	Code of Conduct Research Code of Conduct Intellectual Property Policy Conflict of Interest Policy Living Expenses for Visiting Academics
Superseded Documents	Conferring Academic Titles – Procedure, version 1.4
File Number	2010/06658
Definitions and Acronyms	
	No terms have been defined.

Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
Version 1.0 of this Policy and its supporting Procedure superseded the Conjoint Appointments Procedure and Visiting Appointments Procedure on the HR website.				
1.0	Vice-Chancellor	2 November 2010	1 November 2010	
1.1	Administrative update by the Head, Governance Support	22 March 2013	22 March 2013	Section 5.3, 5.4, 5.5 and 5.7 updated to reflect the change in DIAC visas Position titles updated in Section 2.1, 2.2, 2.3, 3.3, 3.5,
1.2	Administrative update by the Head, Governance Support	10 April 2013	10 April 2013	Section 5.3, changes to visas < 3 months
1.3	Administrative update by Acting Head of Governance	27 November 2015	27 November 2015	Amendments to the Responsible Officer and Contact Officer.
1.4	Administrative update by Acting Head of Governance	18 February 2016	29 February 2016	Administrative amendments made to changes in senior leadership positions.
2.0	Vice-President, Human Resources	8 August 2017	15 August 2017	Full review with minor amendments

Archived Document

Appendix A

TITLE	SUB-TITLE	BACKGROUND OF RECIPIENT	APPROVING AUTHORITY	EMPLOYMENT RELATIONSHIP TO UNSW	FORM
Visiting Academic	A. – C. Visiting Fellow D. Senior Visiting Fellow E. Visiting Professorial Fellow	<ul style="list-style-type: none"> Academic staff from another university (or organisation) who is visiting UNSW 	<ul style="list-style-type: none"> Dean (for levels A – C) Deputy Vice-Chancellor Academic (for levels D – E) 	<ul style="list-style-type: none"> No employment relationship with UNSW 	<ul style="list-style-type: none"> HR20
Conjoint Academic	A. Conjoint Associate Lecturer B. Conjoint Lecturer C. Conjoint Senior Lecturer D. Conjoint Associate Professor E. Conjoint Professor	<ul style="list-style-type: none"> Visiting staff from Australian Research institutes which have a formal affiliation with UNSW Visiting staff from teaching hospitals or area health services which have a formal affiliation with UNSW Other health professional who supports teaching needs on a regular basis or contributes to research 	<ul style="list-style-type: none"> Dean (for levels A – C) Deputy Vice-Chancellor Academic (for levels D – E) 	<ul style="list-style-type: none"> No employment relationship with UNSW 	<ul style="list-style-type: none"> HR20 Faculty of Medicine – Application for Conjoint Status form
Adjunct Academic	A. Adjunct Associate Lecturer B. Adjunct Lecturer C. Adjunct Senior Lecturer D. Adjunct Associate Professor E. Adjunct Professor	<ul style="list-style-type: none"> Generally expert in appropriate field from professional practice/industry, including current UNSW Professional & Technical staff Not necessarily academic background An academic from another university who is to have a continuing relationship with UNSW 	<ul style="list-style-type: none"> Dean (for levels A – C) Deputy Vice-Chancellor Academic (for levels D – E or for any UNSW Professional & Technical staff) Deputy Vice-Chancellor Enterprise (for Knowledge Exchange Fellowships) 	<ul style="list-style-type: none"> No employment relationship with UNSW (except for Professional & Technical staff with a conferred title) 	<ul style="list-style-type: none"> HR20
Honorary Academic	A. Honorary Associate Lecturer B. Honorary Lecturer C. Honorary Senior Lecturer D. Honorary Associate Professor E. Honorary Professor	<ul style="list-style-type: none"> Retired member of staff of UNSW or another university with whom UNSW wishes to continue to further develop a significant academic association 	<ul style="list-style-type: none"> Dean (for levels A – C) Deputy Vice-Chancellor Academic (for levels D – E) 	<ul style="list-style-type: none"> No employment relationship with UNSW 	<ul style="list-style-type: none"> HR20
Research Academic	A. Associate Lecturer B. Lecturer C. Senior Lecturer D. Associate Professor E. Professor	<ul style="list-style-type: none"> A person who holds a UNSW externally funded fellowship may use the academic title equivalent to their level of appointment 	<ul style="list-style-type: none"> Dean (for levels A – C) Deputy Vice-Chancellor Academic (for levels D – E) 	<ul style="list-style-type: none"> Employee of UNSW 	<ul style="list-style-type: none"> Written proposal
Emeritus Professor	<ul style="list-style-type: none"> Emeritus Professor 	<ul style="list-style-type: none"> Retiring or retired Professor 	<ul style="list-style-type: none"> President and Vice-Chancellor 	<ul style="list-style-type: none"> No employment relationship with UNSW 	<ul style="list-style-type: none"> Written proposal

Appendix A

TITLE	SUB-TITLE	BACKGROUND OF RECIPIENT	APPROVING AUTHORITY	EMPLOYMENT RELATIONSHIP TO UNSW	FORM
Senior Executive Academic	<ul style="list-style-type: none"> • Professor • Other approved by President and Vice-Chancellor or Chancellor 	<ul style="list-style-type: none"> • May be conferred on non-professorial staff who hold any of the following positions <ul style="list-style-type: none"> (i) Deputy Vice-Chancellor (ii) Pro-Vice-Chancellor (iii) Dean (iv) other senior executive positions • The title is conferred at the time and for the period of the appointment to the position 	<ul style="list-style-type: none"> • President and Vice-Chancellor • Chancellor (if title is to be conferred on the President and Vice-Chancellor) 	<ul style="list-style-type: none"> • Employed by UNSW in senior executive position 	<ul style="list-style-type: none"> • Written proposal