Adjunct Appointment Policy

Section 1 – Purpose

(1) This Policy sets out the principles that govern how the University of Canberra (the University) manages adjunct appointments. It should be read alongside the *Adjunct Appointment Procedure*.

Section 2 – Scope

(2) This Policy applies to all UC staff, members of the Adjunct Appointment Panel and Adjunct appointees (Adjuncts).

(3) This Policy does not cover:

a. appointment for Honorary degrees, which are within the delegation of Council;

b. appointment of Professors Emeriti, which are within the delegation of Council; or

c. visiting fellows, which are managed by Faculties.

Section 3 – Principles

Adjunct appointments

(4) Adjunct appointments support an active working relationship with an academic or non-academic from another organisation or institution, or with a former UC staff member who will maintain an active involvement in the University after ceasing employment.

(5) Adjunct appointments are voluntary positions offered to people of high standing in academic life, business, government, or the community, with relevant knowledge and experience. Adjuncts benefit the mission of the University and enrich the academic work of the University.

(6) Adjuncts are appointed for a 3-year term, after which they may be re-appointed or ceased. There is no limit to the number of terms an adjunct may serve.

(7) Adjuncts will generally be engaged in:

a. collaboration in research programs, publication and HDR supervision; or

b. delivery of guest lectures and workshops.

Adjunct titles

(8) Adjuncts may be appointed at the following levels:

LEVEL	DESCRIPTION
Adjunct Professor	Persons with demonstrated distinguished service to their profession, as well as senior leadership credentials, high achievement and expertise. They will

	normally hold or have held a leadership position in an educational institution, research organisation, business, government, or in the non-government sector.
Adjunct Associate Professor	Persons with senior leadership credentials and demonstrated high achievement in their area of expertise. They will normally hold or have held a senior position in an educational institution, a research organisation, business, government, or the non-government sector.
Adjunct Academic Associate	Persons who have demonstrated achievement and contribution to their discipline at the national or state/territory level. Their research contributions should be original and leading to the expansion of knowledge or practice in their area of expertise or discipline. Teaching contributions should be evidence based and demonstrate expertise in facilitating student learning.
Adjunct Professional Associate	Persons working in professional practice who have demonstrated achievement and contribution to their field at the national or state/territory level.

Adjunct responsibilities and obligations

(9) Adjuncts have responsibilities and obligations to the University during their term, which include:

a. achieving high standards of performance in their roles and duties as set out in the Letter of Offer;

b. adhering to University policies, procedures, rules, protocols and values in the discharge of their University duties and functions;

c. regular reporting on their contributions or achievements;

d. ethical and professional conduct in all activities where they represent the University;

e. regular liaison with their nominator regarding opportunities for engagement and contribution; and

f. an attribution to the University on their academic publications.

(10) Intellectual property created by an Adjunct via research activities under the auspices of the University becomes the sole property of the University unless otherwise agreed in writing.

Adjunct privileges

Recognition

(11) Adjunct appointments that span a full academic year, or are renewed, are recorded in the University's Annual Report for the relevant year.

(12) The names of Adjuncts are published on the University College of Adjunct's webpage. Adjuncts and Honorary Appointments - Staff Portal - University of Canberra

(13) All Adjuncts will receive a certificate and welcome letter signed by the Vice Chancellor Representation

Representation

(14) In all University and external documentation, the full Adjunct title is to be used. For example, Adjunct Professor must always be used and never shortened to 'Professor'. Adjunct Associate Professor should not be shortened to 'Adjunct Professor'.

(15) At their discretion, Adjuncts may use their honorary title on business cards and other corporate material.

Insurance

(16) The University will maintain insurance covering Adjuncts for public liability and professional indemnity relating to breach of professional duty and the execution of professional responsibility in business conducted on behalf of the University only.

(17) The University will maintain appropriate coverage in its policy for personal accident for Adjuncts engaged in activities on behalf of the University or travelling directly to or from such activities.

University engagement

(18) The corresponding faculties will maintain an engagement program for the Adjunct community which aims to support Adjuncts to engage with each other and with the broader University.

Remuneration and Supplementary Employment

(19) Adjuncts will perform work and provide services on a voluntary basis without remuneration.

(20) Adjuncts may undertake limited paid employment at the University for work other than that for which the Adjunct title has been conferred up to a maximum of 7.5 hours per week in a one-week period. A separate contract of employment for the paid work must be issued.

(21) An Adjunct may apply for an externally advertised position within the University; however, if successful, the Adjunct appointment will be terminated. All such applications for employment will be considered under the normal recruitment processes undertaken by the University.

Costs

(22) The corresponding faculty is responsible for all direct costs necessary (administrative support, workshop/laboratory use, stationery, and so on) for the effective involvement of Adjuncts. Costs are subject to the approval of the Executive Dean.

(23) Costs and expectations of support and anticipated resource requirements should be discussed and negotiated with prospective appointees prior to appointment.

Section 4 – Procedure

(24) This Policy is supported by the *Adjunct Appointments Procedure*.

Section 5 – Roles and responsibilities

(25) See the 'Roles and responsibilities' section in the *Adjunct Appointments Procedure*.

Section 6 – Associated information

Legislation, standards and codes

- University of Canberra Act 1989 (ACT)

University documents

- Adjunct Appointment Nomination Form
- Adjunct Appointment Procedure
- Charter of Conduct and Values
- Delegations of Authority Policy

Website links

- College of Adjuncts - Adjuncts and Honorary Appointments - Staff Portal - University of Canberra

Section 7 – Definitions

TERM	DEFINITION
Adjunct	Adjunct appointments are voluntary positions offered to people of high standing in academic life, business, government, or the community, with relevant knowledge and experience. Adjuncts benefit the mission of the University and enrich the academic work of the University.

Status and details

Status	Current
Effective Date	1 January 2026
Review Date	1 January 2031
Approval Authority	Vice-Chancellor
Approval Date	12 December 2025
Custodian	Deputy Director, Advancement
Responsible Manager	Adjunct Coordinator
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