Adjunct Appointment Procedure

Section1 – Purpose

(1) This Procedure outline the processes for managing Adjunct appointments at the University of Canberra (the University), including the nomination, selection, appointment, cessation, termination and renewal of adjunct titles. It should be read alongside the *Adjunct Appointment Policy*.

Section 2 – Scope

(2) This Procedure has the same scope as the *Adjunct Appointment Policy*.

Section 3 – Policy

(3) This Procedure supports the *Adjunct Appointment Policy*.

Section 4 – Procedure

Nomination

(4) Nominations may be made at any time by a University employee (professional or academic). The nomination must be endorsed by the relevant Executive Dean or University Executive. Direct applications from prospective Adjunct appointees are not accepted.

(5) The appropriate level of appointment category and title must be determined prior to submission of a nomination. Refer to the *Adjunct Appointment Policy* for the relevant criteria for each level of appointment.

(6) All nominations must be submitted electronically via the *Adjunct Appointment Nomination Form* available on the Staff Portal, and must include:

a. a current curriculum vitae, or a hyperlink to an online CV;

b. written justification for the level of the nomination;

c. details of contributions that the adjunct is expected to make to the University;

d. details of the benefits expected to flow to the University; and

e. where the candidate has previously held an adjunct title with the University, a statement of the tangible outcomes of their tenure as an adjunct against the initial application

(7) New nominations must include the names, roles and contact details of 2 referees who may be contacted by the Adjunct Appointment Panel.

(8) If a nominee is engaged in paid work for the University a statement must be included that makes clear the differentiation between the paid work and the activities to be undertaken

in the role of adjunct. In addition, there must be a written statement from People & Culture that the paid work is no greater than 7.5 hours per week.

Nominations by faculties

(9) For nominations made by faculties, the following process applies:

a. The nominating staff member must first discuss and obtain support for the intended Adjunct nomination from the relevant Head of School (or equivalent) and then submit the nomination materials electronically for endorsement by the relevant Executive Dean.

b. The Academic Liaison must commit to engaging their nominated Adjunct in the activities outlined in the nomination, fostering the relationship and attending activities and functions with their nominee as appropriate

c. The Executive Dean evaluates the nomination against the relevant criteria as set out in the Policy for each level of Adjunct appointment and confirms the faculty's endorsement of the nomination.

d. Nominations from members of the University Executive do not require Head of School (or equivalent) support and can be submitted directly via the *Adjunct Appointment Nomination Form* on the Staff Portal.

Selection

(10) All nominations are assessed by the Adjunct Appointment Panel, which comprises the Deputy Vice-Chancellor, Chair Academic Board, and a Faculty Executive Dean (rotating on an annual basis).

(11) The Adjunct Appointment Panel will meet 4 times per year, and the dates will be published on the Staff Portal in advance. In special circumstances, the Panel may consider and approve nominations outside the normal cycle of meetings.

(12) The Adjunct Appointment Panel will reject or accept a nomination or may seek further information about a nomination from the relevant Executive Dean, nominator and/or nominated referees. After obtaining the relevant information, the nomination may be accepted or rejected at the next meeting of the Adjunct Appointment Panel, or outside the normal cycle of meetings as appropriate.

(13) On approval of a nomination, the Executive Dean is notified by the Adjunct Appointment Panel secretariat who will send an email Letter of Offer and Deed of Agreement to the nominee (using the supplied templates).

(14) If an Adjunct nomination is not approved, the Adjunct Appointment Panel secretariat will notify the Executive Dean and nominator via email, and the Executive Dean will send a letter notifying the nominee and nominator of the outcome (using the supplied templates).

(15) The nominee signifies their acceptance of an Adjunct title by signing the Deed of Agreement and returning it to the Adjunct Appointment Panel secretariat.

(16) On receipt of the signed Deed of Agreement the Adjunct Appointment Panel secretariat will send a certificate signed by the Vice-Chancellor to recognise the appointment, and notify the following of the appointment:

a. People & Culture;

b. Head of School (or equivalent); and

c. the nominating staff member.

(17) The Adjunct Appointment Panel secretariat must send all nomination materials, including CV and signed Deed of Agreement, to People & Diversity (P&D), who will maintain a personnel file for the Adjunct titleholder.

(18) Faculties must maintain a list of their Adjunct appointments and keep a record of appointment expiry dates.

Renewal

(19) The Adjunct Appointment Panel secretariat will also send a reminder of appointments that are approaching their expiring date. Faculties are responsible for the renewal of adjunct appointments.

(20) If a faculty wishes to renew an appointment, they must follow the process set out in Clauses 4–9. Nominations for renewal must be submitted in time for consideration at the next meeting of the Adjunct Appointment Panel prior to the expiry of the appointment. The appointment will lapse if this has not been submitted for approval before the expiry date.

(21) If a nominator wishes to amend the title of an existing adjunct, a new nomination must be submitted rather than renewal.

Cessation and termination

(22) At the end of the 3-year term, and if a renewal nomination is not received, an adjunct appointment will cease, and the Adjunct Appointment Panel Chair will send a letter of thanks to the Adjunct, recognising their contribution over their appointment period.

(23) Appointments may be terminated within the 3-year term by the University if:

a. the adjunct is found to be in contravention of their responsibilities and obligations as set out in the *Adjunct Appointment Policy*;

b. the Adjunct has breached University policies and procedures, including but not limited to breaches of the University's *Charter of Conduct and Values*; or

c. the University is of the opinion that the continuation of the appointment poses a reputational risk to the University.

(24) Termination is at the discretion of the Vice-Chancellor on advice on the Adjunct Appointment Panel. The Executive Dean sends a letter of termination to the terminated Adjunct.

(25) Appointments may be terminated within a 3-year term if contact/engagement between the University and an Adjunct ceases. If a nominator is leaving the University, they should advise the Adjunct Appointment Panel secretariat if the Adjuncts they nominated should have their appointments ceased or provide the details of a new contact person who will take over the University's relationship with the adjunct.

(26) Adjuncts may resign their appointment at any time. Resignation must be made in writing to the Adjunct Appointment Panel secretariat.

Implementation and reporting

(27) The College of Adjuncts is to maintain a list of all current Adjunct Appointments for reporting purposes.

(28) The list of Adjuncts is to be provided for the University's Annual Report to University Council when requested. Changes to the list will be communicated during Academic Board meetings.

Section 5 – Roles and responsibilities

ROLE	RESPONSIBILITIES
Academic Liaison	• Engaging their nominated Adjunct in the activities outlined in the nomination.
Adjunct	• As outlined in the *Adjunct Appointments Policy*.

Adjunct Appointment Panel	• Accepting or rejecting nominations for Adjunct appointments.
	• Providing advice to the Vice-Chancellor about the termination of Adjuncts.
	• The Adjunct Appointment Panel's secretariat is responsible for:
	  ○ sending all nomination materials to People & Culture for accepted Adjuncts;
	  ○ notifying parties regarding Adjunct Appointment Panel decisions in accordance with this Procedure; and
	  ○ sending appointment renewal reminders.
	• The Adjunct Appointment Panel Chair is responsible for:
	  ○ sending a letter of thanks to Adjuncts whose appointment has ceased.

Chair of Academic Board	• Member of the Adjunct Appointment Panel.
College of Adjuncts	• Maintaining a list of all Adjunct appointments.
Deputy Vice-Chancellor	• Member of the Adjunct Appointment Panel.
Executive Dean	• Endorsing nominations for Adjunct appointments. • Notifying nominee and nominator if the nomination is rejected by the Adjunct Appointment Panel. • Drafting and sending a letter of termination to Adjuncts.
Faculties	• Maintaining a list of appointed Adjuncts and their appointment expiry dates. • Renewing Adjunct appointments.
Head of School	• Supporting the nomination process prior to submission for Executive Dean or endorsement.

People & Culture	• Assuring at the nomination stage that the person nominated for an Adjunct appointment is not working more than 7.5 hours per week for the University. • Creating and maintaining a personnel file for Adjuncts.
University Executive	• Endorsing nominations for Adjunct appointments.
Vice-Chancellor	• Terminating Adjunct appointments on the advice of the Adjunct Appointment Panel.

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 2030
Approval Authority	Vice-Chancellor
Approval Date	12 December 2025
Custodian	Deputy Director, Advancement
Responsible Manager	Adjunct Coordinator
Enquiries Contact	policy@canberra.edu.au