



Cairnmillar  
INSTITUTE

Treatment | Education | Research

# Honorary Appointments Policy

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**Policy name** Adjunct Professor and Honorary Appointments Policy

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**Policy number** RP009

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**Date approved** 1 April 2020

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**Approving body** Academic Board

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**Responsible officer** Executive Director

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**Implementation officer** Head of School

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**Next review date** April 2023

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**Linked policies**

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**Linked forms**

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## Purpose of this policy

The Cairnmillar Institute (the Institute) occasionally offers honorary appointments (and an appropriate title) to persons who are usually not current staff but we seek to engage in order to contribute to the betterment of the Institute.

## Scope

This policy applies to all honorary applications and appointments to the Institute.

## Honorary Appointments

1. The Academic Board, on recommendation of the Executive Director, may make the following honorary appointments including:
  - Honorary Professors
  - Honorary Associate Professors
  - Adjunct Professors
  - Adjunct Associate Professors
  - Honorary Fellows
2. The Executive Director, in consultation with the Head of School, may submit a proposal for an honorary appointment to the Academic Board.
3. A proposal for an honorary appointment should include a curriculum vitae and cover letter generated by the applicant addressed to the Academic Board.
4. Honorary appointments will be offered for a three year period.
5. An honorary appointee would contribute voluntarily to two or more teaching, research and/or service related activities to the general betterment of the Institute.

## Criteria

The following criteria shall be included in the consideration for appointment:

**a) Honorary Professors and Honorary Associate Professors**

Persons who hold or have substantive senior appointments as professors or associate professors respectively;

**b) Adjunct Professors and Adjunct Associate Professors**

Persons who do not hold an academic appointment and whose outstanding achievement in their field of expertise may be equated to the level of achievement required for appointment to a chair or as an Associate Professor;

**c) Honorary Fellows**

Persons whom the Institute wishes to recognise because of their considerable academic or equivalent professional standing.

## Privileges, Rights and Obligations of Honorary Appointees

On a day to day basis Honorary Appointees are responsible to the Head of School.

Honorary appointees may obtain a staff card and have access to the Institute's information facilities, including email and library.

Honorary Appointees must comply with the Institute's policies and procedures.

## Periods and Termination of Appointment

Honorary appointments are effective while the appointee continues to have an ongoing association with the Institute, as determined by the Executive Director.

Honorary appointments may be terminated at any time by the Executive Director and the appointee will be advised that they no longer have honorary status.