

Adjunct, Honorary, Visiting and Emeritus Academic Appointments Policy

Effective Date: 1/6/2018

1. PURPOSE OF THE POLICY

It is recognised that the University may be enriched by the services of persons in other universities, in business, industry and the community whose special knowledge or expertise complements that of the regular University staff. This may include retired individuals. This policy sets out the University's approach to the appointment of Adjunct, Honorary, Visiting and Emeritus academic members, the expectations that the University has of such individuals, and what they may in return expect from the University. These individuals will normally have an engagement with the University of 0.2 full-time equivalent (FTE) or less.

[Note: For appointments of more than 0.2 FTE, individuals should normally be appointed as regular academic staff either in part-time or full-time posts. Such appointments are made according to the University's *Academic Appointment Procedures* or *Appointment of Professors* procedures.]

2. DEFINITIONS

2.1 Adjunct Appointments

An Adjunct member of the University is a person who, through close association with the University makes a defined contribution to its academic endeavours. An Adjunct member of the University shall normally be employed in, or recently retired from, another university, business, industry or public service; and whose knowledge and experience augments that already found within the University.

The contributions of the Adjunct member of the University may be made remotely, though occasional visits to the University are normally expected. Adjunct members of the University will carry an academic grade title within Sunway University's academic career structure, prefaced with the word "Adjunct". The nature of duties expected should be clarified in writing at the time of appointment. These duties may include teaching, research, provision of advice, guidance or general service, based on the individual's expertise. Adjunct appointments should normally be for a maximum of 3 years, but may be renewed with approval from the Vice-Chancellor.

2.2 Honorary Appointments

An Honorary member of the University is a distinguished retired or current senior academic of another university who is invited, and wishes, to develop a relationship with the University based on their academic area of expertise so as to enhance the reputation of the University.

No specific duties are expected of honorary appointees. However, contributions to the academic life of the University are encouraged and may be made remotely, though occasional visits to the University are normally expected. Honorary members of the University will carry an academic grade title within Sunway University's academic career structure, prefaced with the word "Honorary". Given that Honorary appointments are for distinguished individuals, normally the title will be at Professorial level. [Note: In the special case of policy-focused institutes and centres, the title of "Senior Fellow" may be used in place of "Honorary Professor", for consistency with external policy-focused think tanks.]

2.3 Visiting Appointments

A Visiting member of the University is a member of academic staff at another university, higher education or research institute that is invited to the University for a specified period to teach, conduct research or carry out other specific professional activities.

This category includes staff from other universities undertaking a period of sabbatical research at the University. The normal period of appointment can be from 4 weeks to 12 months, and may be extended by mutual agreement. Visiting members of the University will carry an academic grade title within Sunway University's academic career structure, prefaced with the word "Visiting". The academic grade title will normally be equivalent to that held in their home institution, but will be subject to approval by the Vice-Chancellor. The precise duration of the post and nature of duties to be undertaken will all be clarified in an agreement between the Visiting member and the University prior to taking up the appointment.

2.4 Emeritus Appointments

An Emeritus member of the University is a distinguished retired academic of the University who wishes to continue a relationship with the University based on their academic area of expertise and experience so as to enhance the reputation of the University.

An Emeritus title is normally an honour offered to an individual who has given distinguished service to the University at Professorial level but has now retired from academic service. It is normally not available to those who take up a significant role in any other institution after retirement from Sunway University, though it is recognised that holders of Emeritus titles may occasionally be called upon to undertake external roles even after retirement. An Emeritus member of the University will not have any formal obligations and an Emeritus appointment is permanent and unpaid, though if specific contributions are requested financial compensation may be offered as in section 3 below. The Board of Directors is responsible for making Emeritus appointments at the recommendation of the Vice-Chancellor.

3. CONTRACTUAL AND FINANCIAL ARRANGEMENTS

Adjunct, Honorary, Visiting and Emeritus members of the University are not employed. However, they may receive consultancy fees or honoraria, and/or receive allowances or reimbursement for certain expenses related to any defined contributions as agreed from time to time with the Vice-Chancellor. The precise nature of contributions to the University, and fees, expenses or allowances to be paid, will all be clarified in a written agreement between the Adjunct, Honorary, Visiting or Emeritus member and the University as and when specific contributions are required.

4. NOMINATIONS, APPROVALS AND APPOINTMENTS

4.1 Adjunct, Honorary and Visiting Appointments

Nominations for these appointments may be made by a dean or a more senior academic officer of the University (e.g. Deputy Vice-Chancellor) using the *Nomination Form for Adjunct, Honorary and Visiting Academic Appointments* as appended to this policy. The type and level of appointment proposed should be commensurate with the experience,

qualifications and standing of the nominee and should be consistent with the definitions in section 2 above.

Nominations should be made on the form for *Nominations of Adjunct, Honorary and Visiting Appointments* (available from the HR intranet), approved and signed by the proposer. Completed application forms should be sent to the Provost, together with the full CV of the nominee. The final decision on appointments at Professorial level will be made by a committee comprising the Vice-Chancellor, the Deputy Vice-Chancellor, the Provost and an additional member of the Board of Directors. For appointments below Professor level the decision to appoint will be made by a committee comprising The Provost, The Deputy Vice-Chancellor, the relevant Dean of School and one other Professor in a cognate discipline area. The Provost's Office will inform the proposer of the outcome and the HR Department will prepare a letter of appointment and an agreement relating to contributions and financial arrangements for the appointee if appropriate.

4.2 Emeritus Appointments

Nominations for Emeritus appointments are made in writing by the Vice-Chancellor to the Board of Directors. A letter shall be prepared for the Chairman of the Board with a supporting case. The Board is responsible for making the final decision on an Emeritus appointment. The Chairman of the Board will inform the Vice-Chancellor of the outcome. The Vice-Chancellor's Office will inform the appointee if successful in being awarded the title and, if appropriate, the HR Department will prepare an agreement concerning any services or contributions expected and financial arrangements.

5. PRIVILEGES AND CONDITIONS OF ADJUNCT, HONORARY, VISITING AND EMERITUS APPOINTMENTS

(i) Appointees shall be permitted to use their Adjunct, Honorary, Visiting or Emeritus title, provided that they use the title in full — e.g. Adjunct Professor — so that it is clear that they are Adjunct or Visiting etc. appointees of the University.

(ii) Appointees will have access to the University's IT resources, library and other facilities on the same basis as other staff members, as far as possible.

(iii) Appointees may use their association with the University for the purpose of external applications for funding, but such funds must be administered by the University and the use of such funds must be governed by the same regulations as apply to other research income.

(iv) Appointees may use the University as their affiliation for any academic publications arising from their research and are indeed encouraged to do so.

(v) As a courtesy and on ceremonial occasions, appointees will be regarded as academic staff members of the relevant academic unit and the University, but shall not normally be eligible to be members of the Senate or any academic or management committee though may, if relevant, be invited to attend as an observer by the relevant chair.

(vi) Appointees will be expected to maintain the highest ethical standards when representing the University and to comply with all relevant policies and procedures of the University.

(vii) Appointees will be expected to undertake any agreed duties and responsibilities in a conscientious and diligent manner to the best of their abilities.

(viii) Appointees shall not, unless specifically agreed otherwise at the time of appointment, be eligible for support under the University's Conference Support and Rewarding Research Endeavour schemes. Appointees may, in collaboration with full-time members of academic staff at the University, apply for internal research grants.

(ix) Appointments may be terminated at any time by either party giving at least one month's notice. The University will not normally terminate an appointment mid-term, except where the appointee breaches the terms of appointment or fails to undertake agreed duties or fails to discharge agreed responsibilities, or conducts himself/herself in any way that would be contrary to the best interests of the University or its reputation. Emeritus appointments are permanent for life and would not be terminated unless the Board of Directors considered that the Emeritus member had conducted himself/herself in a manner that is damaging to the University or its reputation.

**APPENDIX 1: ACADEMIC CAREER STRUCTURE AND PERMISSIBLE ADJUNCT, HONORARY,
VISITING AND EMERITUS TITLES**

Teaching Focus (T-STREAM)	Teaching & Research Focus (T+R STREAM)	Research Focus (R-STREAM)	Practitioner Focus (P-STREAM)	Policy Focus (PO-STREAM)
Professorial Teaching Fellow May be prefaced with the following titles: <i>Adjunct/Honorary/Visiting</i>	Professor May be prefaced with the following titles: <i>Adjunct/Honorary/Visiting/Emeritus</i>	Research Professor May be prefaced with the following titles: <i>Adjunct/Honorary/Visiting</i>	Practice Professor May be prefaced with the following titles: <i>Adjunct/Honorary/Visiting</i>	Senior Fellow* *Title is used specifically in the context of Policy Focused institutes such as the Jeffrey Cheah Institute on Southeast Asia. This title is broadly equivalent in meaning to Honorary Professor
Principal Teaching Fellow May be prefaced with the following titles: <i>Adjunct/Visiting</i>	Associate Professor May be prefaced with the following titles: <i>Adjunct/Visiting</i>	Associate Research Professor May be prefaced with the following titles: <i>Adjunct/Visiting</i>	Senior Practice Fellow May be prefaced with the following titles: <i>Adjunct/Visiting</i>	
Senior Teaching Fellow May be prefaced with the following titles: <i>Adjunct/Visiting</i>	Senior Lecturer May be prefaced with the following titles: <i>Adjunct/Visiting</i>	Senior Research Fellow May be prefaced with the following titles: <i>Adjunct/Visiting</i>		
Teaching Fellow May be prefaced with the following titles: <i>Adjunct/Visiting</i>	Lecturer May be prefaced with the following titles: <i>Adjunct/Visiting</i>	Research Fellow May be prefaced with the following titles: <i>Adjunct/Visiting</i>	N/A	N/A

NOMINATION FORM FOR ADJUNCT, HONORARY, AND VISITING ACADEMIC APPOINTMENTS

Note: Please attach a CV for the nominee. Please forward completed form plus the CV to the Provost's Office.

PART 1: PROPOSER (Should be at Dean level or above):

Name of Proposer:	
Position:	
Date:	Signature:

PART 2: DETAILS OF NOMINEE

Full Title and Name of Nominee:	
IC/Passport Number:	
Current Employer:	
Current Position:	
Correspondence Address:	
Email:	Telephone:

PART 3: PROPOSED APPOINTMENT AND REASON FOR NOMINATION

State Proposed Appointment Title: (See Appendix 1 of Adjunct, Honorary, Visiting and Emeritus Academic Appointment Policy Document)			
Proposed Start Date:		Proposed End Date:	
Please state reason for making this nomination: (max 50 words)			

Please list main contributions to be made by nominee:	1.
	2.
	3.
Is any financial support provided to the nominee? (E.g. Consultancy fee, honorarium, allowances, expense reimbursement etc.)	YES / NO (Delete one) If “yes”, please complete section 4 below.

PART 4: PROPOSED FINANCIAL ARRANGEMENT

<i>Payment for Contributions or Services</i> (If any; if none leave blank)	
Type: (Select one)	CONSULTANCY FEE / HONORARIUM Note: May be subject to withholding tax
Amount:	RM
Frequency: (E.g. one-off, monthly, quarterly, annually)	
<i>Allowances or Expenses to be paid or permitted to be claimed by nominee</i> <i>Indicate amount to be paid/claimable and frequency</i> (If any; if none leave blank)	
Housing allowance:	
Subsistence allowance:	
Travel expenses: (If flights are included, specify route and frequency, e.g.: Paris-KL, twice per year return)	
Other agreed allowances or expenses: (Please state nature, amounts, and frequency):	