



HR20 Request to Confer an Academic Title (Adjunct / Visiting / Honorary / Conjoint)

(HR.V1.1 - 23.04.20)

Please refer to the Policy for Conferring Academic Titles and the Procedure for Conferring Academic Titles before completing this form.

Policy: <https://www.gs.unsw.edu.au/policy/documents/conferringacademictitlespolicy.pdf>

Procedure: <https://www.gs.unsw.edu.au/policy/documents/conferringacademictitlesprocedure.pdf>

This form can only be used to request the conferral of the following academic titles:

- Adjunct Academic
- Visiting Academic
- Honorary Academic
- Conjoint Academic (other than in the Faculty of Medicine)

This form can also be used for renewals. Please attach a current CV for the recommended person, and return this form when completed to your Human Resources Consultant.

For requests for the conferral of a Conjoint Academic Title in the Faculty of Medicine; further details are available at <https://med.unsw.edu.au/conjoints>

Details of Individual to be Conferred	
Title:	
Given Names (as on passport):	
Family Name:	
Date of Birth (required for NSS input & generating UNSW ID Number)	
Current <u>non UNSW</u> Appointment (include position details and university/organisation):	
Details of any UNSW appointments (past, current or future):	
Current UNSW ID Number (if applicable):	
Contact Address:	
Email:	
Mobile:	Telephone:
Country of Citizenship:	
If not Australian, does the proposed title holder require a visa? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is this a renewal of a title at the existing level? Yes <input type="checkbox"/> No <input type="checkbox"/>	
UNSW Host Unit	
School/Unit/Centre:	
Faculty:	
Person Recommending Conferral	
Title:	First Name:
Family Name:	Position:

School/Unit/Faculty:		
Email:		
Telephone:		Facsimile:
Proposed Title and Level to be conferred (circle ONE only)		
TITLE	SUB TITLE & LEVEL	
Adjunct Academic	Adjunct Associate Lecturer (Level A)	Adjunct Associate Professor (Level D)
	Adjunct Lecturer (Level B)	Adjunct Professor (Level E)
	Adjunct Senior Lecturer (Level C)	
Visiting Academic	Junior Visiting Research Fellow (Level A)	
	Visiting Fellow (Level A – C)	
	Senior Visiting Fellow (Level D)	
	Visiting Professorial Fellow (Level E)	
Honorary Academic	Honorary Associate Lecturer (Level A)	Honorary Associate Professor (Level D)
	Honorary Lecturer (Level B)	Honorary Professor (Level E)
	Honorary Senior Lecturer (Level C)	
Conjoint Academic (non-Medicine only)	Conjoint Associate Lecturer (Level A)	Conjoint Associate Professor (Level D)
	Conjoint Lecturer (Level B)	Conjoint Professor (Level E)
	Conjoint Senior Lecturer (Level C)	
Period of Conferral		
<p>Conferral for Junior Visiting Research Fellows can be for a period up to a strict maximum of 3 calendar months. For all other roles described above, the conferral can apply for a minimum period of 3 months to a maximum of 3 years. Note carefully that there is no formal practicum program provided for Junior Visiting Research Fellow appointments.</p> <p>For roles other than a Junior Research Fellow, a conferral of less than 3 calendar months will only be considered where there are significant advantages to UNSW.</p>		
Conferral to apply from:		To:
Salary and Payment of Airfare and Living Expenses		
<p>Adjunct / Visiting / Honorary / Conjoint title holders are not employees of UNSW and must not be paid a salary or emolument during their visit.</p> <p>The payment of airfares and living expenses is limited to non-Australian residents and must be arranged by the relevant School/Unit using the relevant Financial Services form.</p>		
<ul style="list-style-type: none"> • Will the School/Centre be paying living expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No • Will the School/Centre be paying airfares? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
<p>For more information please refer to the Human Resources website at: https://www.hr.unsw.edu.au/employee/acad/visiting.html</p>		
Visa Information		
<p>Visitors from countries other than Australia and New Zealand <u>must hold a valid visa to visit Australia</u>. Copies of the visa and passport must be provided to Human Resources on arrival.</p> <p>For visits of three (3) months or longer, the Training and Research Visa (subclass 408) visa (Research Stream) is the only appropriate visa. UNSW's 408 visa sponsorship has been approved to 22 September 2018. Note that the subclass 408 visa is not suitable for Junior Visiting Research Fellow appointments.</p>		

If the academic visitor is able to confine their time in Australia to less than three months per visit, the following visa options may be suitable:

- [Temporary work \(short stay activity\) visa \(subclass 400\)](#)
- [Visitor \(subclass 600\)](#)
- [ETA \(subclass 601\)](#)
- [e-Visitor \(subclass 651\)](#)

Advice should be sought from the [Department of Immigration and Border Protection](#) regarding the most appropriate visa.

JUSTIFICATION FOR THE CONFERMENT AND STATEMENT OF CONTRIBUTION

Provide details of how the person's qualities of intellectual achievement and standing are comparable with those expected of a member of the University at the academic level proposed.

Provide details of how the relationship will be of manifest advantage to the University in fulfilling its primary functions of teaching and research or, exceptionally, in meeting its wider obligations to the community.

Provide details of:

- 1) the contribution that the person is expected to make to the School/Centre/Unit/Faculty
- 2) details of the research project on which they will collaborate
- 3) names of key UNSW staff with whom they will collaborate

Are the person's substantive employment arrangements sufficiently flexible to allow for effective discharge of the above obligations?

What arrangements have been made or are contemplated for the ownership of any intellectual property that might arise from the person's collaboration.

Is there any potential for the proposed conferral to impact upon the reputation of the University and, if so, how will this be addressed?

In the case of a renewal this section is required

Please provide details about the contribution to the School/Unit that the person has made during their previous term of conferment.

Dean, for your concurrence and comment:

Recommendation and Approval

Recommendation - Head of School

Name: _____ Signature: _____ Date: _____

Approval - Dean

Name: _____ Signature: _____ Date: _____

Additional Approvals: Levels D-E

New Appointment: Deputy Vice-Chancellor (Academic)

Name: _____ Signature: _____ Date: _____

Renewal at Existing level: Vice-President, Human Resources

Name: _____ Signature: _____ Date: _____

Salaries Unit Use Only

Position number of Individual to be Conferred: _____

Position number of Individual recommending Conferral: _____