



HONORARY AND ADJUNCT (NON-EMPLOYMENT) APPOINTMENTS POLICY

Section	People and Culture
Contact	People and Culture
Last Review	July 2019
Next Review	July 2024
Approval	SLT 19/12/209

Purpose:

The University recognises the importance of retaining esteemed retiring academic staff and attracting eminent commercial, technical and industry experts to honorary or adjunct academic positions, which serve to enhance the University's research and teaching expertise and wider academic standing.

Policy:

The University shall, from time to time make non-employment appointments of, or confer status on, key individuals with whom a mutual professional association and relationship supports the University's strategies and goals.

These arrangements shall apply to the following categories of relationships -

- Honorary and ancillary academic appointments
- Distinguished and Academic Visitors
- Massey Ambassadors
- Distinguished Friends of Massey

To enable such relationships to be formally expedited, Colleges and Services are authorised to manage the end-to-end process of originating, approving, and signing documentation and retaining records of these arrangements.

Appointment will be subject to a requirement by the individual to observe professional standards including University policies on conduct, research, teaching and public commentary and the appointment may be discontinued or the status withdrawn.

Approval shall be in accordance with the following schedule and documentation shall use University authorised Templates specified in the related Procedure or as amended from time-to-time and published in the official University website.

Records of the documentation shall be retained by the originating college or service (and in the case of Professors Emeriti, shall be retained in the office of the Vice-Chancellor).

Where immigration requirements are involved, the college or service shall be responsible for ensuring any necessary compliance.

If remuneration is to be paid, this Policy shall not apply, and normal employment processes and documentation should be facilitated through People and Culture as appropriate.

Category of Relationship	Approval
Honorary academic <ul style="list-style-type: none"> • Professor Emeritus • Honorary Teaching and/or Research Fellow • Honorary Teaching and/or Research Associates • Adjunct Professor • Adjunct Lecturer/Senior Lecturer 	<ul style="list-style-type: none"> • Honorary Awards Committee • Relevant Pro Vice-Chancellor • Relevant Pro Vice-Chancellor • Relevant Pro Vice-Chancellor • Relevant Pro Vice-Chancellor
Massey Ambassador/Industry Expert	<ul style="list-style-type: none"> • Vice-Chancellor
Distinguished Friend of Massey	<ul style="list-style-type: none"> • Relevant Pro Vice-Chancellor, Deputy Vice-Chancellor or Provost
Distinguished Visitors	<ul style="list-style-type: none"> • Relevant Pro Vice-Chancellor, Deputy Vice-Chancellor or Provost

Definitions

Appointments may be in the following categories and titles:

a) **Professors Emeriti**

The title “Professor Emeritus” is normally conferred on members of the professoriate:

1. on retirement; and
2. who are recognised nationally as having been outstanding in their discipline; and
3. who have made an outstanding contribution to scholarship or the University or both; and
4. who are held in the respect and esteem of colleagues:-
(all of the above criteria being required to have been met); and
5. who will in normal circumstances be likely to maintain a continuing association within the University.

b) **Honorary Teaching and/or Research Fellows**

Nominees shall be persons of distinction (equivalent to Associate Professor or Professor) and/or who has made an outstanding contribution to their field (the latter allows recognition for those who do not have an academic research background) and whose expertise and interests lie in a field related to a subject included in the scope of the unit concerned and who can contribute to teaching or research at a University level. Nominees may be persons in part-time or full-time employment in senior positions outside the University or may be retired senior staff of this and other universities or from other learned institutions or research centres.

c) **Honorary Teaching and/or Research Associates**

Persons appointed to these positions are normally expected to possess qualifications and experience equivalent to those held by applicants eligible for appointment to full-time academic positions up to and including the level of Senior Lecturer.

d) **Adjunct Professors**

Distinguished members of the community with relevant academic and/or professional qualifications who carry out teaching, supervision and/or other duties. Appointment as an Adjunct Professor will only be made when the nominee is a person of eminence as demonstrated by excellence of scholarship, the highest level of vocational or professional achievement, and proven capacity of leadership in the field where the appointment is sought. The candidate must also possess high-level skills in teaching, supervision and research, and in the practical application of her/his discipline, as appropriate.

e) Adjunct Lecturer/Senior Lecturer

Persons appointed to these positions will have relevant academic or professional qualifications and experience and will offer specialist teaching, supervisory or practical work services.

f) Massey Ambassadors/Industry Expert

Massey Ambassadors and Industry Expert roles are for individuals who are recognised professional experts, who are highly regarded in their professional field and who possess attributes that align with the University's strategic goals. The purpose of such honorary positions is to establish a recognised partnership between the University and the individual that is effective, complementary and builds on our areas of strength. This type of honorary appointment will be used as a platform to promote Massey in an innovative manner without the establishment of a formal employment arrangement.

g) Distinguished Friends of Massey

Retiring academic staff (but may include professional services staff) whom the college or service holds in high esteem, whom the college or service considers merits recognition and is likely to want to continue to make a contribution to academic endeavour or service to the University community, and who accordingly is issued with a Distinguished Friend of Massey ID card. This card provides identification while on a Massey campus and can also be used to access the print only material in the library, printing and photocopying. For further information visit the [People and Culture website](#) and the University Calendar Use of Information pages under Studying at Massey.

h) Distinguished Visitors

Distinguished Visitor roles are for distinguished scholars, researchers and other persons who are widely recognised, who have achieved a high level of distinction in their field, and whose presence at Massey University is likely to have a significant impact. These individuals are expected to contribute substantially to academic activity in an Institute or School(s).

Audience:

Pro Vice-Chancellors
Heads of Academic Schools (or equivalent)

Relevant legislation:

None

Legal compliance:

None

Related procedures / documents:

Honorary and Adjunct (non-Employment) Appointments Procedure
[Application for a Distinguished Friend of Massey ID Card](#)

Document Management Control:

Prepared by: Employment Relations Advisor
Authorised by: DVC People and Culture
Approved by: SLT 19/12/209
Date issued: September 2015
Last review: July 2019
Next review: July 2024