

HONORARY AND ADJUNCT (NON-EMPLOYMENT) APPOINTMENTS PROCEDURE

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

Purpose:

To enable the University and the colleges and services to nominate and approve strategic relationships with key individuals and to expedite formal documentation of those relationships, to operationalise the Strategic Individual (Non-employment) Relationships Policy.

Procedures:

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.

Procedure:

- (i) Nominations for Professor Emeritus may be made confidentially to the Vice-Chancellor by any professor or any member of the Academic Board or other senior executives of the University.
- (ii) Each nomination shall be accompanied by a statement of the nominee's career and the grounds for the conferment of the title (addressing each of the criteria in 1-5 above). The Vice-Chancellor shall bring each nomination and the accompanying statements first before the Honorary Awards Committee.
- (iii) The Honorary Awards Committee awards the title of Professor Emeritus under the delegated authority of Council (delegation enacted on 4 September 2009) and reports delegations exercised to Council. The position of Emeritus Professor is not an established position, nor is any emolument attached to it.

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.

Nominations of persons to be appointed as Honorary Teaching Fellows or as Honorary Research Fellows may be submitted by a Head of School (or equivalent) to the relevant Pro Vice-Chancellor for a decision.

Appointments to Honorary Fellowships shall normally be for three years and appointees will be eligible for reappointment. Honorary Fellows may be appointed to one or more Colleges. The criterion for continued appointment is related to the ongoing effectiveness of the individual's contribution.

Appointees will be required to indicate their willingness either to give lectures or demonstrations to students or staff of the College or act in capacities which make definite contributions to the University's teaching, or to join an existing research team, or assist in developing new research initiatives within the relevant College or Colleges.

The position of Honorary Fellow is not an established one, nor is any emolument attached to it. Honorary Fellows may be appointed under the general title, or as Honorary Research Fellows.

The School (or equivalent) is responsible for preparing the letter of appointment which must be consistent with the template at Appendix A.

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.

Nominations of persons to be appointed as Honorary Teaching Associates or Honorary Research Associates may be submitted by a Head of School (or equivalent) to the relevant Pro Vice-Chancellor. Honorary Associates may be appointed to one or more Schools (or equivalent).

Appointments to Honorary Associates shall normally be for three years and appointees will be eligible for reappointment. Recommendations for reappointment may be made by the Head of School (or equivalent) directly to the relevant Pro Vice-Chancellor for a decision.

Persons appointed as either second or third Supervisors of PhD candidates, shall on their appointment by the Doctoral Research Committee and in consultation with the Head of School (or equivalent), also be eligible to be appointed as Honorary Associates of the University.

In certain cases, honorary appointments may be given to persons possessing special and specific expertise. Honorary Associates may be appointed from those employed full or part-time outside the University or from staff employed in general sections of the University. Retired academic staff of sub-professorial level may also be eligible for appointment as Honorary Associates.

The criterion for continued appointment is related to the ongoing effectiveness of the individual's contribution.

Honorary Associates are expected to enter a working relationship with a School (or equivalent), such that they offer research assistance or vocational, professional or practical work contacts, which otherwise students would not enjoy. The nature of this relationship, and the expectancies of the School (or equivalent), should be specified in the documentation in which nominees are presented for appointment, together with a statement summarising the qualifications and the experience of the nominee.

The position of Honorary Associate is not an established one, nor is any emolument attached to it. Honorary Associates may be appointed under the general title ('Honorary Associate') or as 'Honorary Research Associate'.

The School (or equivalent academic unit) is responsible for preparing the letter of appointment which must be consistent with the template at Appendix A.

Note: The University awards both these titles as recognition of the high academic qualities and/or expertise of the individuals concerned. Appointment to an Honorary Fellowship is only made in the case of individuals whose contributions to the University can be expected to be at the highest levels of excellence.

Appointment to Adjunct Positions

Distinguished members of the community with relevant academic and/or professional qualifications may be nominated for appointment to adjunct positions in a College or School (or equivalent) to carry out teaching, supervision and/or other duties.

The object of these appointments is to associate with a College or School (or equivalent) a qualified person who can:

- provide a link between vocational and practical work and scientific and academic teaching;
- provide through special expertise, qualifications, or experience an additional teaching or research input to the College or School (or equivalent);
- provide students with the opportunity to interact with an effective and experienced professional.

Adjunct appointments may or may not involve a payment for some services but where a payment is involved it is to be covered by either an employment agreement (refer to People & Culture Web Site under [Recruitment](#)) or a contractor agreement (refer '[Contract Management Policy](#)' and '[Contractors \(Academic & General Staff Duties\) Procedures](#)' within the [Massey University Policy Guide](#)).

The School (or equivalent) is responsible for preparing the letter of appointment for an adjunct appointment which must be consistent with the template at Appendix B unless it is to be an employment relationship in which case the letter is to be prepared by People and Culture.

d) Adjunct Professors

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.

Nomination for appointment as Adjunct Professor will be proposed by a Head of School (or equivalent) to an appropriate Pro Vice-Chancellor for a decision. The nomination should take the form of a recommendation for appointment and should include:

- a CV of the person nominated;
- a report by the Head of School (or equivalent) on the person nominated, which specifies the grounds on which the nomination is made; and
- a proposed contract for duties of the nominee which also specifies the recommended emolument should the nomination be successful.

Appointments to positions as Adjunct Professor shall normally be for three years and appointees will be eligible for reappointment. Upon cessation of appointment, the Professorial title shall not be retained.

e) Adjunct Lecturers/Senior Lecturers

Appointments to positions as Adjunct Lecturers or Adjunct Senior Lecturers will be made to an appropriate School (or equivalent) of persons who have relevant academic or professional qualifications and experience, and who can offer specialist teaching, supervisory or practical work services to that School (or equivalent).

Nominations for appointment as Adjunct Lecturer or Adjunct Senior Lecturer will be made in the normal manner for academic appointment and are approved by the Pro Vice-Chancellor.

Nominations for adjunct positions should be accompanied by a proposed contract for duties of the nominee, specifying also the recommended emolument should the nomination be successful.

Appointments to positions as Adjunct Lecturers and Adjunct Senior Lecturers shall normally be for three years and appointees will be eligible for re-appointment.

f) Massey Ambassadors/Industry Expert

The University shall, from time to time, establish Massey Ambassadors or Industry Experts roles with individuals who are recognised professional experts. These honorary titles will be offered on an invitation only, non-emolument basis to individuals 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.

Appointments to Massey Ambassador or as an Industry Expert shall normally be for up to two years and appointees will be eligible for reappointment. The criterion for continued appointment is related to the ongoing effectiveness of the individual's contribution.

Nominations for Massey Ambassadors/Industry Experts may be made confidentially to the Vice-Chancellor by any Head of School (or equivalent). If approved, the School (or equivalent) is responsible for preparing the letter to the individual which must be consistent with the template at Appendix C.

g) Distinguished Friend of Massey:

Distinguished retiring academic and where appropriate resigning staff and recognised professional experts to honorary or adjunct research and teaching positions may, with approval, be appointed a Distinguished Friend of Massey. Appointment will be subject to a requirement to observe professional standards including University policies on conduct, research, teaching and public commentary. Feedback should be given to nominators of unsuccessful nominations.

Individuals appointed on an honorary basis are eligible to apply for 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.

The University recognises the importance of retaining relationships with 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.

h) Distinguished Visitors

Includes distinguished scholars, researchers and other persons who are widely recognised, and who have achieved a high level of distinction in their field, and whose presence at Massey University is likely to have a

significant impact. The visitors are expected to contribute substantially to academic activity in an Institute or School(s). These outcomes need to be agreed on prior to the visitor coming to New Zealand. In addition, the visitors are requested to offer a public lecture(s) to a wider and more general audience which will enhance the standing of their discipline or profession and to intellectual debate at an international level.

Procedures:

The procedures listed below should be followed if Institutes/Schools wish to invite Distinguished Visitors, Visiting Academics or Researchers to Massey University. There is a requirement for specific outputs from invited Academic Visitors to ensure they make a substantial contribution to the University. Collaborative publications and other measurable outcomes need to be agreed on prior to the academic's arrival.

These procedures should also be followed when inviting international student interns coming to the University to gain practical work experience or to satisfy requirements for a qualification. Some specific financial support is available (from the office of the Provost) for distinguished and widely recognised overseas scholars, researchers and other persons.

Immigration Requirements for Visiting International Academics:

Visiting academics to the University who are entering New Zealand for visits of three months or less in any calendar year do not require a work visa provided they are from countries whose nationals are people to whom a visa waiver applies (see list below). They will be required to produce a letter of invitation from the University and on arrival at a New Zealand airport they will then be granted a visitor visa. If they are not from a visa waiver country, they must apply for a visitor visa through the New Zealand embassy closest to them before travelling to New Zealand.

Visiting academics must apply for a work visa prior to travelling to New Zealand if they wish to:

- Stay in New Zealand for longer than three months; or
- Make multiple visits with a total duration of more than three months in any calendar year.

Requirements for Letter of Invitation:

The visitor must provide a letter of invitation from Massey University, which demonstrates:

1. That they are well qualified in their field and are either employed by an overseas academic or research institution, or have wide experience in such employment; and
2. That their academic or research institution is of high international standing; and
3. That they are undertaking activities of a pedagogical, educational, professional management or research nature; and
4. The dates they will be in New Zealand.

The letter does not need to be long (see attached examples in Appendices D and E).

Activities Qualifying a Visitor entry:

- I. Collaborating on research projects with academics working at Massey University, including publishing work with Massey University academics; and
- II. Presenting at one-off seminars or conferences organised by the institution; and
- III. Providing teaching or tutoring or short courses in specialised areas that Massey University academics do not have the subject knowledge in; and
- IV. Sourcing research material only available in New Zealand (including literature) or conducting research only able to be undertaken in New Zealand; and
- V. Planning and management (including designing, developing, implementing and reviewing/auditing academic research courses, programmes and resources) professional development, including teaching methods and curriculum development; and sourcing resource materials for academic and research programmes; and

- VI. Meeting with a post-graduate student who they co-supervise if the student is enrolled at Massey University from where they will be receiving their qualification, if successful; and
- VII. Undertaking performance classes (e.g. in theatre, dance or music) or studio master classes (i.e. recording and mastering music); and
- VIII. Participating on assessment panels for oral or practical examinations, including for theses; and Study tours.

IX Citizens of the following countries will be granted a visitor visa on arrival at the airport:

Brazil	Iceland	Netherlands	Sweden	Brunei
Switzerland	Ireland	Norway	Bulgaria	Taiwan*****
Andorra	France	Luxembourg	Israel	Oman
Slovak	Argentina	Germany	Malaysia	Republic
Austria	Greece****	Malta	Slovenia	Bahrain Hong
Mexico	South Africa	Belgium	Hungary	Hong Kong
Monaco	Spain	Poland	Canada	Italy
United Arab	Chile	Japan	Portugal*	Emirates
Cyprus	Romania	USA**	Czech Republic	Kuwait
Qatar	Uruguay	Denmark	Latvia****	San Marino
Vatican City	Estonia****	Liechtenstein	Saudi Arabia	Finland
Lithuania****	Singapore	Korea (South)		

a. ** Including nationals of the USA

b. * Portuguese passport holders must also have the right to live permanently in Portugal

c. *** Residents of Hong Kong travelling on Hong Kong Special Administrative Region or British National (Overseas) passports.

d. **** Visa waiver does not apply to people travelling on alien's (non-citizen's) passports issued by these countries.

e. ***** Greek passport holders whose passports were issued on and after 1 January 2006.

f. ***** Permanent residents of Taiwan travelling on Taiwan passports.

Procedures:

If the Visitor is to be paid a salary this is actioned through People and Culture. If the Visitor is not paid a salary the title Honorary shall be added to the category. Salary does not include grant-in-aid for living expenses or research or computer facilities, library, office space or other non-monetary resources.

For visiting Associates and Fellows the Head of Institute/School should forward a Memorandum to the Pro Vice Chancellor outlining:

- The period of stay (dates to be supplied)
- The purpose of the visit (including measurable outcomes such as collaborative publications)
- Any financial assistance/salary that may be payable and the Institute/School Account Number this financial assistance will be paid from.
- A current curriculum vitae from the Visiting Academic should be attached to the Hol/HoS memo.
- A current contact address for the Visitor MUST also be provided.
- The Pro Vice-Chancellor should note their approval on the Hol/HoS recommendation.

Documents for academic visitors for which a salary is to be paid should be forwarded to People & Culture, along with the Pro Vice-Chancellor and Hol/HoS recommendation.

For honorary visitors, after approval by the Pro Vice-Chancellor the approval memo and related documentation should be sent to the relevant Head of Institute/School to arrange the formal letter of invitation, consistent with the templates in Appendix A.

It is essential that these procedures be followed in full to ensure visitors are covered for Immigration NZ, IRD and ACC purposes.

Funding for Distinguished Visitors:

The University has set aside a small fund to assist Institutes/Schools wishing to encourage *distinguished* overseas scholars, researchers, and enterprise leaders to spend time at the University. Allocations will be made by the Provost on application by a Head of Institute/School.

In order to support visits by distinguished scholars, researchers and entrepreneurs 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, the visitors are expected to contribute substantially to academic activity in either an Institute, School, College or University. These outcomes need to be agreed on prior to the visitor coming to New Zealand. In addition, the visitors are requested to offer a public lecture(s) to a wider and more general audience which will enhance the standing of their discipline or profession and to intellectual debate at an international level.

Awards will be made annually by the Provost with the number dependent on available funds. Applications can be made by any staff member at any time, with all applications approved by the Ho/I/S. The award is for up to NZ \$10,000 and may be supplemented by Institute/School grant. A significant external financial contribution is also required.

Applications are to be submitted for visits during the current or subsequent academic year and should where possible be during semester time. Applications are to include:

- a current curriculum vitae for the visitor
- the name of host and sponsoring HoI/S (s)
- a detailed programme plan for the Visitor (including measurable outcomes)
- a detailed proposed budget including details of external funding
- a letter of support from the HoI/S which: (a) states why the proposed visitor is distinguished and world recognised; (b) outlines the benefits to the Institute/School; (c) outlines the benefits to Massey University and profession
- letters of support from related HoI/S (s) and external community when appropriate
- approval by the PVC

Bench Fees for Academic Visitors:

The charging of bench fees for visiting academics shall be at the discretion of Heads of Institutes/Schools in consultation with the Pro Vice-Chancellor of the College.

Heads of Institutes/Schools are required to supply details of individual cases to the Office of the Provost and DVC Finance and Technology within two weeks of the agreement being reached.

Audience:

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

Relevant legislation:

None

Legal compliance:

None

Related procedures / documents:

Honorary and Adjunct (non-Employment) Appointments Policy

Document Management Control:

Prepared by: Employment Relations Advisor

Authorised by: DVC People and Culture

Approved by: SLT 19/12/2019

Date issued: September 2015

Last review: July 2019

Next review: July 2024

APPENDIX A: Letter for Honorary Teaching and/or Research Fellows/Associates

Our Ref: REF

Personal and Confidential

DATE

Name
Address

Dear Name

On behalf of the Vice-Chancellor, I have pleasure in offering you a position as Honorary Teaching/Research Fellow/Associate within the School in recognition of your teaching/researching contribution to the School. The appointment is initially for period commencing on a date to be agreed with the HoD/I/S however no later than date.

Please advise your acceptance of this offer by signing one copy of this letter and returning it as soon as possible but no later than Reply Date.

Yours sincerely

(name of HoD/I/S)
for Professor Jan Thomas
VICE-CHANCELLOR

ACCEPTED:

Signed:

Date:/...../.....

APPENDIX B – Letter for Adjunct Positions

Our Ref: REF

Personal & Confidential

DATE

Name

Address

Dear Name

Dear Name

On behalf of the Vice-Chancellor, I am pleased to formalise the relationship between you and the University in your role as an Adjunct Position.

Distinguished members of the community with relevant academic and/or professional qualifications may be nominated for appointment to adjunct positions in a College or Department (or equivalent) to carry out teaching, supervision and/or other duties.

The object of an adjunct role is to build a relationship between the University and a qualified person who can;

- provide a link between vocational and practical work and scientific and academic teaching;
- provide through special expertise, qualifications, or experience an additional teaching or research input to the School/Institute/Department/Centre of School/Institute Department/Centre name;
- provide students with the opportunity to interact with an effective and experienced professional.

The role will be for limited duration of period, commencing in the School/Institute/Department/Centre of School/Institute/Department Centre name on Date OR a date to be agreed with Professor Hol Name.

If unpaid insert: Please note, that this is an honorary role within the University.

If payment is involved as an employee then the School (or equivalent) must send all information to People and Culture for preparation of the letter and an employment agreement.

If payment is as a contractor insert: You will be paid ...(details of payment) .. for(details of services for which payment is to be made) Payment is subject to acceptance of the enclosed Contract for Service of which two copies are enclosed. Please sign both copies and return one copy with your acceptance of this letter. During the period of your role, you will, Duties/Responsibilities to be inserted

In accordance with that relationship, there are obligations for both you and the University in terms of the standards of conduct expected. While you are on University business it is expected that you will act in accordance with the expectations contained within the Policy on Staff Conduct. Further information on this can be found on the Massey University Policy Guide website: <http://policyguide.massey.ac.nz>

If you choose to accept this invitation you do so on the basis that, except in the proper performance of your duties, you will not at any time either directly or indirectly utilise or divulge to any person, and will use your best endeavours to prevent the publication or disclosure of, any knowledge or information which is acquired by you during the course of your time with, or discussions leading up to your commencement with, the University concerning the business, affairs, property, teaching resources or other activities of the University. These confidentiality obligations will continue to apply after the conclusion of your relationship with the University.



We would be grateful if you could indicate your acceptance of this relationship and acknowledgement of the terms of this letter by signing and returning one copy of this letter to the School/Institute/Department/Centre.

A response to this offer is requested no later than Reply Date.

Yours sincerely

(name of HoD/I/S)
for Professor Jan Thomas
VICE-CHANCELLOR

ACCEPTED:

Signed: _____

Date: _____

APPENDIX C – Letter for Massey Ambassadors/Industry Experts

Our Ref: REF

Personal & Confidential

DATE

Name

Address

Dear Name

Re: Appointment as a Massey Ambassador

Further to our recent conversation about you undertaking a role with Massey, this letter is to reflect an arrangement between you and the University which will provide a platform for you to engage officially on behalf of the University and enable the University to advance the Name of Initiative within the Location region.

This appointment is for a period of Length of Time (no longer than 2 years). This provides both a period of certainty for each of us regarding your availability for this important task, as well as enabling you to assess your own portfolio of commitments and interests and the University to review the continued relevance of the role and your continuation in this.

We appreciate that as an honorary, non-remunerated role, there is no intention to create a relationship of employer and employee, but actual and reasonable expenses incurred in undertaking of the role will be reimbursed or paid by the University. During the course of you undertaking this role, if there are any issues of concern, we will both discuss these promptly with a view to their amicable resolution.

As Massey Ambassador you will undertake a number of key accountabilities and the focus of the role is as set out in the enclosed Role Description.

Massey University will provide you with:

- Official business cards and letterhead.
- Access to secretarial and administrative resources in consultation with the Location Campus Registrar.

I would appreciate your indication of acceptance for this relationship and acknowledgement of the terms of this letter by signing and returning one copy of this letter to me. A response to this offer is requested by Reply Date.

I look forward to a working with you in this critical area as Massey takes forward our mission of shaping the nation and taking the best of New Zealand to the world.

Yours sincerely

(Name of HoD/I/S)
for Professor Jan Thomas
VICE-CHANCELLOR

Enclosed: Copy of Role Description

ACCEPTED: Signed: _____

Dated: _____

Appendix D: Visit of 3 months or less duration + citizen of a country listed in Clause IX

Personal & Confidential

DATE

Name

Address

Dear Name

International Visiting Academic

Massey University wishes to extend a warm invitation for you to visit the School/Institute of (Department) in the College of (Faculty) from (date) until (date).

The Institute/School and University are looking forward to developing a mutually beneficial relationship. We confirm that you will be undertaking activities of a pedagogical, educational, professional management or research nature (delete those that don't apply) that will benefit staff and students.

Please have a copy of this invitation available for immigration officials when you arrive in New Zealand. You will then be issued with a Visitor Visa by NZ Immigration,

Please confirm your acceptance of this invitation by contacting (Name) on (Number) or email (email)
I/We look forward to welcoming you to Massey University

Yours sincerely

(Name of Head of School/Institute)
Massey University

Appendix E: Visit of longer than 3 months duration and/or a citizen of a country not listed in Clause IX

Our Ref: REF

Personal & Confidential

DATE

Name

Address

Dear Name

International Visiting Academic

Massey University wishes to extend a warm invitation for you to visit the School/Institute of (Department) in the College of (Faculty) from (date) until (date).

The Institute/School and University are looking forward to developing a mutually beneficial relationship. During this period you will(insert wording about the activities to be undertaken e.g.:

- be undertaking research onwhile on your sabbatical from University.
- deliver a series of lectures on and support the research activities of staff in the School of.....
- working as a volunteer under the supervision of Dr

You will require a visa to travel to New Zealand and you should discuss your requirements with the New Zealand Immigration Service. The New Zealand Immigration Service may require a copy of this letter as evidence of the purpose of your visit. Information about the application process can be found on the Immigration Service web site at <http://www.immigration.govt.nz>. It is recommended that you carry health insurance to cover the duration of your visit.

Please confirm your acceptance of this invitation by contacting (Name) on (Number) or email (email).

I/We look forward to welcoming you to Massey University.

Yours sincerely

(Name of Head of School/Institute)
Massey University