

HONORARY AND ADJUNCT (NON-EMPLOYMENT) APPOINTMENTS POLICY

Section	Office of the Provost
Contact	Office of the Provost
Last Review	May 2026
Next Review	May 2029
Approval	SLT 26/07/39
Effective Date	July 2026

Purpose:

The University recognises the importance of retaining esteemed retiring academic staff, attracting eminent commercial, technical and industry experts, and acknowledging mātauranga Māori, te reo Māori, tikanga Māori, and Māori community authority, to honorary or adjunct academic positions. These positions serve to enhance the University's research and teaching expertise, its commitment to being Te Tiriti-led, and its wider academic standing, as well as to acknowledge individuals of distinction who have made significant contributions to the University, the nation and the wider community.

Policy:

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

This policy applies to the following non-employment appointments:

- Honorary appointments
- Distinguished Visitors
- Massey Ambassador/Industry Expert
- Distinguished Friends of Massey
- Distinguished Visitors

The following fall outside the scope of this document:

- Professor Emeritus/Emerita; Honorary degrees; Massey University Medals¹
- College Research Awards; and Massey University Research Medals²

To ensure these important Massey University honorary and adjunct appointments and awards are appropriately processed, swiftly issued and formally recorded, Colleges and Services, in consultation with the Office of the DVC Māori, are authorised to manage the end-to-end process of originating, approving, and signing documentation and retaining records of these arrangements. Regular communication with Research Operations, within the Office of the Provost, is necessary to ensure centralised recordkeeping, web presence, and data accuracy is maintained.

Records of all relevant documentation relating to the Massey University appointments referred to in Table 1, shall be retained in accordance with the University's central honorary and adjunct data management processes as administered by Research Operations. Colleges must also maintain local copies for operational purposes and provide regular updates to Research Operations when awards are issued or changes made, to ensure accuracy of the central register.

¹ These are conferred or awarded in accordance with the Regulations and Criteria for the Conferment of Honorary Degrees, Professor Emeritus/Emerita Titles, and Awarding of Massey University Medals (managed by the Honorary Awards Committee)

² Both of which are awarded to Massey staff and administered by Research Operations (refer to guidelines for Awards and Medals; Research Operations).

Appointments will be subject to a requirement by the individual to observe professional standards including University policies on conduct, research, teaching and public commentary. The appointment may be discontinued or the status withdrawn, in accordance with the University's Policy on Staff Conduct, if information emerges that indicate the University may be brought into disrepute by this appointment, or by agreement.

Approval shall be in accordance with Table 1 below, and with the *Honorary and Adjunct (Non-Employment) Appointments Procedures*.

Where immigration requirements are involved, such as supporting international visitors to obtain visas, the college or service line shall be responsible for ensuring any necessary support and 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. Any entitlement to emoluments which do not constitute remuneration must be recorded in a contract, and must be included in the nomination as per the Procedures.

Table 1: Massey University Honorary and Adjunct Appointments and approval delegations.

Appointment Category	Approval
- Honorary Teaching and/or Research Associate - Honorary Teaching and/or Research Fellow - Adjunct Lecturer/Senior Lecturer - Adjunct Professor	Relevant College Pro Vice-Chancellor
Massey Ambassador/Industry Expert	Vice-Chancellor
- Distinguished Friend of Massey - Distinguished Visitor	Relevant College Pro Vice-Chancellor, Deputy Vice-Chancellor or Provost

Governance and Responsibilities

1. Policy Ownership and Oversight

This policy is owned by the Office of the Provost. The Provost is responsible for ensuring that the Policy and its associated Procedures are implemented consistently across the University.

2. Research Operations

Research Operations, within the Office of the Provost, is responsible for maintaining a centralised database of all honorary and adjunct appointments made under this Policy, and for ensuring that such data is accurate, accessible for operational purposes, and visible through appropriate web-based profiles.

3. Colleges and Pro Vice-Chancellors (PVCs)

Each College is required to nominate at least one Delegate (and a back-up) to liaise with Research Operations and provide verified information for newly appointed or reappointed honorary or adjunct individuals, including profile content for the University website. The relevant Pro Vice-Chancellor remains responsible for approval of appointments as set out in the Procedures.

4. Delegates

Delegates shall ensure that profile content is captured, verified with the appointee, and submitted to Research Operations in accordance with the process outlined in the Procedures. They will also notify Research Operations of any updates or when an honorary appointment concludes.

5. Web Presence

Honorary and Adjunct appointees may be provided with a web profile, administered by Research Operations. Colleges must ensure Delegates provide the required information for this purpose.

Definitions

‘Awarded’ refers to the formal decision to acknowledge special service to the University, the nation or the wider community, by granting an honorary or adjunct appointment as described below.

‘Appointment’ refers to an official appointment to Honorary or Adjunct academic positions, or other positions of high distinction to Massey University, which may be in the following categories and titles:

a) Honorary Teaching and/or Research Fellows

Nominees should be distinguished individuals (appointed at Honorary Associate Professor or Honorary Professor level) or those with outstanding contributions to their field, whether or not from an academic, professional, clinical, or cultural background. Their expertise must align with the unit’s discipline and enable meaningful contribution to university-level teaching or research. They may be from executive leadership, senior professionals or clinical experts, retired academics, members of research institution (including a University or research centre), or through Māori knowledge, tikanga-based leadership, iwi and hapū service, and community-recognised authority, and are not limited to conventional academic or industry measures.

b) Honorary Teaching and/or Research Associates

Appointees are expected to hold qualifications and experience equivalent to candidates for full-time academic roles up to Senior Lecturer level.

c) Adjunct Professors

Eminent individuals with relevant academic or professional credentials who contribute through teaching, supervision or related duties. Appointees must demonstrate distinguished scholarship or professional achievement, leadership in their field, and high-level teaching, supervision and research skills.

d) Adjunct Lecturer/Senior Lecturer

Appointees must hold appropriate or professional qualifications and experience, providing specialist teaching, supervision or practical expertise.

e) Massey Ambassadors/Industry Expert

Recognised professionals of high standing whose expertise aligns with the University’s strategic goals. These honorary roles foster mutually beneficial partnerships and promote Massey’s reputation without the need to create a formal employment arrangement. This excludes student ambassadors, such as Sport Massey Ambassadors but includes individuals whose excellence and distinction can be evidenced through Māori knowledge, tikanga-based leadership, iwi and hapū service, and community-recognised authority, and are not limited to conventional academic or industry measures.

f) Distinguished Friends of Massey

Retiring staff – academic or professional - held in high esteem and likely to continue contributing to the University. Recipients receive a Distinguished Friend of Massey ID card for campus identification and limited access to University services.

g) Distinguished Visitors

Highly regarded scholars, researchers, clinicians, community/cultural leaders, or professionals of national or international distinctions, whose presence significantly enhances the University’s academic activities.

Central Awards Register

The Office of the Provost, through Research Operations, shall maintain the definitive record of honorary and adjunct appointments. The central register shall:

- Capture all appointments and their key attributes (title, term, College, contact, and Delegate).
 - Support the maintenance of website profiles and related research system data.
 - Be updated upon notification from the relevant College.
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Research Operations shall provide guidance on the format and timing of such notifications and coordinate the implementation of data management system improvements as and when needed.

Audience

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

Relevant legislation

None

Legal compliance

None

Related procedures / documents

Conflict of Interest Policy
Kaupapa Here Tiriti O Waitangi - Tiriti O Waitangi Policy
Honorary and Adjunct (non-Employment) Appointments Procedures
Massey University Council Honorary Degrees and Awards Statute:
Policy on Staff Conduct