

HONORARY AND ADJUNCT (NON-EMPLOYMENT) APPOINTMENTS PROCEDURES

Section	Office of the Provost
Contact	Office of the Provost
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Purpose:

In conjunction with the Honorary and Adjunct (Non-Employment) Appointments Policy, these Procedures describe the requirements, processes and responsibilities for members of the University, colleges and services, in consultation with the Office of the DVC Māori, to nominate and approve non-employment appointments of key individuals and outline the requirements for documentation of those appointments.

General Procedure Overview

1. Policy Administration

The Office of the Provost, through Research Operations, is responsible for administering the Policy and maintaining a centralised record of all honorary and adjunct appointments, and to periodically report on honorary and adjunct appointments, including representation across categories, in a way that respects and preserves tikanga, data sovereignty, and privacy.

2. Notification Requirement

When an honorary or adjunct appointment is approved, the relevant College (or equivalent, through its nominated Delegate) must notify Research Operations and provide the required data for the central register and web profile.

3. Delegates

Each College shall appoint at least one Delegate (and one back-up). Delegates shall work with appointees to capture:

- Profile information (including photograph, abstract, and biographical details).
- Confirmation of title, College, and appointment term.
- Any preferences an appointee or the College may have in relation to publication of their appointment or profile.

4. Web Presence

Research Operations shall manage the publication of honorary and adjunct profiles on the University website.

5. Recordkeeping and Data Accuracy

Research Operations maintains the master dataset and shall liaise with Delegates to ensure completeness. Delegates must provide regular (e.g. quarterly) updates when appointments change, lapse, or conclude.

Table 1: Procedures relating to the appointment of HONORARY OR ADJUNCT ROLES

Title	Eligibility Criteria	Nomination & Decision-making Process	Conditions of Appointment	Responsibilities / Expectations
HONORARY TEACHING AND/OR RESEARCH ASSOCIATES	This title is in recognition of the appointee's academic qualifications and/or experience / expertise that is equivalent to that of full-time academic positions up to and including Senior Lecturer level. - 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), be eligible to be appointed as Honorary Associates. - Honorary Associates may be appointed from those employed full or part-time outside the University or from staff employed in professional units of the University. - Retired academic staff below professorial level may be eligible for appointment as Honorary Associates.	Nominations must be submitted by a Head of School (or equivalent) to the relevant Pro Vice-Chancellor (or equivalent) who determines whether to approve an appointment or not. The DVC Māori Office should be consulted in endorsement for appointments that materially involve Māori knowledge, Māori communities, or Māori-focused teaching and research.	The following foundational conditions apply for: Honorary Associates; Honorary Fellows; Adjunct Lecturers/ Senior Lecturers; Adjunct Professors • Appointments shall normally be for three years. • Appointees are eligible for reappointment on the recommendations of the Head of School (or equivalent) to the relevant PVC (or equivalent). Continued appointments are assessed on the effectiveness of the appointees' contribution.	Honorary Associates are expected to enter a working relationship with a School (or equivalent) through the provision of research assistance or vocational, professional or practical work contacts thereby providing opportunities for students.
HONORARY TEACHING AND/OR RESEARCH FELLOWS	This title is in recognition of the highest academic qualities and/or professional or clinical expertise of the individuals concerned. Nominees must: - be persons of distinction (equivalent to Associate Professor or Professor), and/or - have made an outstanding contribution to their field where their expertise and interests align with the unit concerned and who can contribute to teaching or research at a university level. Nominees may: - be employed part-time or full-time in senior positions outside the University or may be retired senior staff of a university, learned institute or research centre. - not have an academic research background. - be appointed to one of more colleges/ institutes/ research centres An Honorary Fellowship is not a staff role nor is any emolument attached to it. An Honorary Fellowship may be awarded with or without the title Honorary Professor or Honorary Associate Professor, which title shall not be retained upon cessation of the appointment.	The nomination is in the form of a recommendation for appointment and should include: - a CV (or other suitable documentation) of the person nominated summarising their qualifications and experience; - a report by the Head of School (or equivalent) specifying the grounds on which the nomination is made, and - a written description of the responsibilities and expectations of the School (or equivalent) that has been agreed with the nominee. Nominations for the following titles should also include a proposed contract outlining the duties of the nominee and the recommended emolument should the nomination be successful: Honorary Associates, Adjunct Professors, Adjunct Lecturers/Senior Lecturers. The School (or equivalent) is responsible for preparing the letter of appointment, unless: - the appointment involves an employment arrangement, in which case, the letter is to be prepared by People & Culture, or - a contract for services in which case this is managed by Legal Services in Research Operations.	In addition to the foundational conditions: upon cessation of the Adjunct Professor appointment, the Professorial title shall not be retained.	Honorary Fellows are required to: - give lectures or demonstrations to relevant students or staff, or - act in capacities which make definite contributions to the University's teaching, or - join an existing research team, or - assist in developing new research initiatives within the relevant College/ School/ Institute (or equivalent) or research centre.
ADJUNCT LECTURERS / SENIOR LECTURERS	This title recognises distinguished members of the community with relevant academic, clinical, cultural, and/or professional qualifications to serve as Adjunct Lecturers / Senior Lecturers in a College or School (or equivalent) to carry out specialist teaching, supervision, or practical work services and/or other duties.			An Adjunct Lecturer / Senior Lecturer will: - 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 PROFESSORS	An Adjunct Professor title recognises distinguished members of the community who are suitably qualified* to be associated with a College/ School (or equivalent). * 'Suitably qualified' means, they: - have demonstrated excellence of scholarship, the highest level of vocational or professional achievement, and proven capacity of leadership in the field where the appointment is sought. - possess high-level skills in teaching, supervision and research, appropriate professional and/or clinical application of their discipline, or Māori knowledge, tikanga-based leadership, iwi and hapū service, and community-recognised authority. A current employee of Massey University may not be appointed as an Adjunct Professor without the prior approval of the Provost, in writing.			The Adjunct Professor will provide: - a link between vocational and practical work and scientific and academic teaching; - specialist expertise, qualifications, or experience to enhance the units teaching, research, supervision or other functions; & - students with the opportunity to interact with an effective and experienced professional.

Table 2: Procedures relating to the appointment of STRATEGIC ROLES

<i>Title</i>	<i>Eligibility Criteria</i>	<i>Nomination & Decision-making Process</i>	<i>Conditions of Appointment</i>	<i>Responsibilities / Expectations</i>
MASSEY AMBASSADOR / INDUSTRY EXPERT	- These honorary titles will be offered on an invitation only, non-emolument, partnerships basis to individuals who are highly regarded in their professional field or in community leadership positions. - Nominees must possess attributes that align with the University's strategic goals and must be effective in complementing and building on the University's areas of strength and strategy. A Massey Ambassador or Industry Expert position is not a staff role, nor is any emolument attached to it.	Nominations for Massey Ambassadors/ Industry Experts may be made confidentially by any Head of School (or equivalent) to the Vice-Chancellor. The DVC Māori Office should be consulted in endorsement for appointments that materially involve Māori knowledge, Māori communities, or Māori-focused teaching and research. If approved, the School (or equivalent) is responsible for preparing a letter to the individual.	- Appointments to Massey Ambassador or as an Industry Expert will normally be for up to two years - Appointees will be eligible for reappointment on the recommendations of the Head of School (or equivalent) directly to the Vice-Chancellor. - The criterion for continued appointment is related to the effectiveness of the individual's contribution.	The appointee will promote Massey in an innovative manner without the establishment of a formal employment arrangement.
DISTINGUISHED FRIEND OF MASSEY	- The University recognises the importance of 1) retaining relationships with esteemed retiring academic and professional staff, and 2) attracting eminent commercial, technical, clinical, and industry experts to honorary or adjunct academic positions, to enhance the University's research and teaching expertise and wider academic standing. - Distinguished retiring academic and professional staff, 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.	Nominations may be made confidentially by any Head of School (or equivalent) to the relevant Pro Vice-Chancellor, Deputy Vice-Chancellor, or Provost. The DVC Māori Office should be consulted in endorsement for appointments that materially involve Māori knowledge, Māori communities, or Māori-focused teaching and research. Feedback should be given to nominators of successful and unsuccessful nominations.	- Appointment will be subject to a requirement to observe professional standards including University policies on conduct, research, teaching and public commentary. - 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 some support services of the University.	
DISTINGUISHED VISITOR	- The University recognises the importance of attracting and building relationships with highly regarded scholars, researchers or professionals of national or international distinctions, or individuals with Māori knowledge, tikanga-based leadership, iwi and hapū service, and community-recognised authority, whose presence significantly enhances the University's academic activities. - Such highly regarded scholars, researchers or professionals of national or international distinctions may, with approval, be appointed a Distinguished Visitor.		- Appointment will be subject to a requirement to observe professional standards including University policies on conduct, research, teaching and public commentary. - Individuals appointed as a Distinguished Visitor may apply for a temporary Massey ID card. This card provides identification while on a Massey campus and can also be used to access some support services of the University, for the period of their visit.	

Central Data and Web Management Process

1. When an Honorary or Adjunct role is conferred, the party administering the conferment will advise Research Operations via researchsystems@massey.ac.nz.
2. The School/College identifies a Delegate (and a back-up) who will work with the individual to capture and agree on the profile content outlined below.
3. The Delegate sends the verified information to Research Operations along with the intended public announcement date.
4. Research Operations uploads the profile(s) as prepared by Massey Communications staff, or updates the list of honorary roles on the website, to go live after having been published in Massey News.
5. Subsequent updates are made by the Delegate in consultation with the individual.
6. When an honorary or adjunct individual passes away, the Delegate, or any University staff member who becomes aware must inform Research Operations so that central records are updated as soon as possible.
7. Minimum profile data required:
 - Title, name, “known as” name (if applicable)
 - Role (e.g., Adjunct Professor)
 - The end date or term of conferment (if applicable)
 - Qualifications, fellowships, memberships
 - Email address
 - Academic unit and College
 - Delegate contact details
 - Photograph and abstract including supervision or teaching statements, projects, and links.

Roles and Responsibilities

Provost – Owns the Policy; oversees system and process improvement; ensures appropriate resourcing.

Research Operations – Maintains the central database, manages website visibility, and data sharing.

PVCs – Approve honorary and adjunct appointments within their Colleges and nominate Delegates to manage data.

Delegations – Capture and maintain individual profiles, liaise with Research Operations, and report changes.

All Staff – Must notify Research Operations when aware of changes.

Audience

Provost
Pro Vice-Chancellors
Deputy Vice-Chancellors
Heads of Academic Schools (or equivalent)
Research Operations staff
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 Policy
Massey University Council Honorary Degrees and Awards Statute:
Policy on Staff Conduct