

Adjunct Appointments Policy

Category:	University Management
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Approved By:	Deputy Vice-Chancellor
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Introduction:

The University of Canterbury offers adjunct appointments as Professors, Associate Professors, Senior Fellows and Fellows. The purpose of these positions is to formally recognise significant contributions made to the University, primarily in research and teaching, by people who are not members of its salaried staff.

Typically adjunct appointees come from other universities in New Zealand and overseas, Crown and other research institutes, and from industry and commerce. These adjunct roles are normally associated with a specific Department/School, but are sometimes established as positions within the general University community and are generally unpaid.

Policy Statement:

1. Appointments

Adjunct appointments are made at one of four levels:

- i. Adjunct Professors would be of the standing of a Professor at a New Zealand university.
- ii. Adjunct Associate Professors would be of the standing of Associate Professor at a New Zealand university.
- iii. Adjunct Senior Fellows would be of the standing of a Senior Lecturer at a New Zealand university.
- iv. Adjunct Fellows would be of the standing of a Lecturer at a New Zealand university.

2. Period of appointment

The period of appointment is initially for up to three years. The appointment may be renewed on the recommendation of the Head of Department/School for a further three-year term.

3. Termination

If you wish to terminate an adjunct appointment, please contact the PA of the Assistant-Vice-Chancellor (Research), who will advise you on the process of how to terminate an adjunct appointment.

4. Remuneration

These positions do not normally carry any emolument.

4.1 Adjunct appointments within specific Departments/Schools:

Separate employment arrangements may be put in place for specific duties undertaken by adjunct appointees. In the event of an appointee being recommended for remuneration, the Department/School or Research Centre will determine the rate of pay in consultation with the relevant Senior/Human Resources Advisor. The contribution the adjunct appointee will make, and the value added to the Department/School or Centre as a result of the appointment, will be taken into account. A separate employment agreement will be drafted by the relevant College Human Resources staff member to cover the paid work undertaken.

4.2 Adjunct appointments within the general University community (where there is no host Department/School):

If payment is to be made, the remuneration will be determined by the Deputy Vice-Chancellor in consultation with the Director of Human Resources. A separate employment agreement will be prepared covering the paid work undertaken.

5. Other titles

A range of other titles are in informal use. Heads of Department/School may continue to use other titles to designate visiting adjunct appointees, reflecting titles held at their home university, such as Visiting Lecturer, Visiting Professor etc. Likewise the term "Research Associate" may also be used for adjunct appointees with a research focus. The term "Postdoctoral Fellow" is not to be used for adjunct appointments.

If remuneration is to be paid, the position title used on the separate employment agreement should reflect the type of work being done e.g. 'Lecturer (Teaching and Administration only)' or "Researcher", and selected from the standard range of titles used for temporary academic staff (refer to the relevant Senior/Human Resources Advisor). The use of this separate title covering the paid work undertaken by the adjunct appointee does not affect their special status, rather it is required for accurate reporting in the Human Resources Information System (UC People).

6. Entitlements of Adjunct appointees

The set of entitlements approved by the Research Committee is listed below. Proposed entitlements should be discussed and agreed by the College Pro-Vice-Chancellor and the Head of Department/School prior to the appointment being discussed with the appointee. Agreed entitlements will be confirmed at the time of appointment and reviewed at least every three years. Such discussions should also include clarification on issues such as access to research facilities, office space, use of Departmental/School services, intellectual property rights and the like.

The following list of entitlements (listed in no particular order) may be used as a guideline. A copy of these guidelines should be given to adjunct staff at the time of appointment and discussed with them.

Adjunct appointees are entitled to:

1. Access to research facilities as agreed with the Head of Department/School.
2. Access to University Library facilities.*
3. Access to the University of Canterbury server, and use of a University email address.*
4. Use of University letterhead on stationery and business cards.
5. Professional indemnity cover for research completed in departments/schools, and for consulting work completed through Research & Innovation.**
6. Be approved as Co-Associate, or Assistant Supervisor of research students.
7. University Staff Parking Permit – on payment of the prescribed fees.

Please Note

* In order to activate these particular entitlements the relevant Department/School needs to complete a Service Request for Visitors form. The visitor's details will be recorded in UCPeople in order to activate the required services. The appointee will be automatically set up to receive Library access, and IT account and email address. They will need to pick up their Canterbury Card at the Canterbury Card Office. They do not get granted door/research facility access automatically. Any door access needs to be set up separately by the Department/School.

** There is no need to formally advise anyone at the University. Adjunct appointees are already automatically covered under the University's Professional Indemnity Policy.

Adjunct appointees are not eligible for the following:

1. Erskine or other internal travel awards.
2. University of Canterbury Internal Grants – research and equipment.
3. Sabbatical Leave.
4. To submit grants for external funding through Research & Innovation (only as a collaborator with an existing staff member), unless approval is obtained by the HOD/HOS, College PVC and the AVC(R). Adjunct appointments who are not already employees of the University and who are nominated as Principal Investigators on successful research grant applications made to external funding organisations will need to be employed as fixed term research fellows for the period of the project.
5. Subsidised membership of any Superannuation Scheme, including the GSF and NZUSS. Compulsory employer contributions to KiwiSaver or a Complying Fund will be made in accordance with current legislative obligations.
6. Appointment as Senior Supervisor of research students.

7. Intellectual Property

Adjunct appointees are considered University members and intellectual property created by them during the course of their activities at the University is subject to the University's Intellectual Property Policy. This should be discussed with the adjunct at the time of the appointment.

Related Policies, Procedures and Forms:

- [Make an Adjunct Appointment](#)
- [Canterbury Distinguished Professor](#)
- [Honorary Doctorate Awards](#)
- [Professor Emeritus](#)
- [Provide Services for Visitors](#)

Version Control Table		
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Further amendments	Director, Human Resources	21 May 2012

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