

## Adjunct Appointments Policy

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<b>Approval Authority</b>	Deputy Vice-Chancellor (Research and Innovation)
<b>Contact Officer</b>	UC Research Committee Secretary

### Introduction

The University makes Adjunct appointments based on the background and experience of the applicant. This policy sets out the appointment criteria and process for adjunct appointments as well as additional information of interest to appointees.

### Policy Statement

The main purpose of adjunct positions is for the University, by fostering relationships with reputable academics and experts, to further enhance its reputation, scholarship, research and teaching. An adjunct role also assists the appointee to further their endeavours under the auspices of the University.

#### 1. Eligibility for Appointment

Academics or other professionals whose scholarship, research, professional activities and/or teaching can add value to or enhance the University and its reputation are eligible for consideration for appointments as Adjuncts. Please read this policy in conjunction with the Adjunct Appointments Guideline available through [Make an Adjunct Appointment](#).

#### 2. Appointments

Adjunct appointments are made by the Deputy Vice-Chancellor (Research and Innovation) at Fellow or Senior Fellow level. The Academic Board Research Committee advises the Vice Chancellor for Associate Professor or Professor level appointments. Appointments are at a level commensurate with their experience. Adjunct roles are associated with a specific school or department.

The Executive Dean and the host Head of School/Department must consider any conflict of interest that may occur when recommending adjunct staff (see the University [Conflict of Interest Policy](#)).

### **3. Expectations of the Adjunct**

Academics and experts whose active scholarship, research and/or teaching can enhance the University are eligible for consideration for appointments as Adjuncts. Appointments are therefore offered only to individuals who, maintain high standards and can make a difference for the University.

The University expects that Adjuncts to represent the University constructively and responsibly in their interactions within and outside the University community. The standards expected of an Adjunct are the same as those expected of employees of the University. They are also subject to the University [Staff Code of Conduct](#) and the [UC values](#).

All Adjuncts must list the University of Canterbury as a co-affiliation on all research publications during their appointment unless explicitly exempted by the Deputy Vice-Chancellor (Research and Innovation).

### **4. Period of Appointment**

The period of appointment is at the discretion of the Deputy Vice-Chancellor (Research and Innovation). The appointment may be renewed on the recommendation of the Head to the Executive Dean and then to the Deputy Vice-Chancellor (Research and Innovation).

### **5. Termination**

The University reserves the right to revoke Adjunct status at any time at its discretion. Terminations of Adjunct appointments are done by the Deputy Vice-Chancellor (Research and Innovation) in consultation with the Executive Dean.

### **6. Remuneration as an Adjunct, and Concurrent Employment at the University**

Adjunct appointments do not carry any direct remuneration. An Adjunct may occasionally be offered a fixed term or casual employment position at the University. Any appointment as an employee is separate to the adjunct appointment.

### **7. Services for Adjunct Appointees**

The services that may be extended to adjunct appointees are listed in the Adjunct Appointment Guidelines. The Head must review and approve the proposed services prior to the appointment starting. Agreed services must be confirmed to the appointee at the time of appointment and reviewed at least every three years.

### **8. Intellectual Property**

Adjunct appointees are considered University staff members. Intellectual property created by them as part of their adjunct role is subject to the University's [Intellectual Property Policy](#) if they use University resources beyond basic University computing (e.g. desktop computer) or the library in the creation of that intellectual property. This should be discussed with the Adjunct at the time of the appointment.

## Related Documents and Information

### UC Policy Library

- [Conflicts of Interest Policy](#)
- [Intellectual Property Policy](#)
- [Staff Code of Conduct](#)

### UC Intranet

- [Make an Adjunct Appointment \(University HR Toolkit\) \(Staff Only\)](#)
- [Provide Services for Visitors Using Online Form \(University HR Toolkit\) \(Staff Only\)](#)

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Conversion of document onto new template	Policy Unit	Sep 2013
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