

Adjunct Appointments Policy

Last Modified	December 2022
Review Date	October 2023
Approval Authority	Deputy Vice-Chancellor (Research)
Contact Officer	UC Research Committee Secretary

Introduction

The University offers Adjunct appointments as Professors, Associate Professors, Senior Fellows and Fellows. This policy sets out the appointment criteria and process for adjunct appointments as well as additional information of interest to appointees.

Policy Statement

An adjunct role assists the appointee to further their endeavours under the auspices of the University. However 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.

Typically Adjunct appointees come from other universities in New Zealand and overseas, Crown and other research institutes, and from a range of industries on the private and public sectors. Retiring University academic staff who are undertaking ongoing activity at the University in a non-employee capacity may also be considered.

Adjunct roles are associated with a specific school/department and are unpaid positions.

1. Eligibility for Appointment

Academics whose scholarship, research and/or teaching can add value to or enhance the University and its reputation are eligible for consideration for appointments as Adjuncts.

2. Appointments

Adjunct appointments are made by the Deputy Vice-Chancellor (Research) or Research Committee after a recommendation from an Executive Dean and are at one of four levels:

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

The Research Committee, with the Deputy Vice-Chancellor (Research) as chair, approves appointments at Adjunct Professor and Associate Professor level.

The Deputy Vice-Chancellor (Research) approves recommendations for the remaining levels. This is to ensure a consistency of standards across the University.

The Head of School/Department and Executive Dean must consider any conflict of interest that may occur when recommending adjunct staff (see the University [Conflict of Interest Policy, Principles and Guidelines \(PDF, 605KB\)](#)).

3. Expectations of the Adjunct

Academics and experts whose active and ongoing scholarship, research and/or teaching can enhance the University and its reputation are eligible for consideration for appointments as Adjuncts. Appointments are therefore offered only to individuals who, in the judgment of the Deputy Vice-Chancellor (Research)/Research Committee after a recommendation from the Executive Dean, maintain high standards and can make a difference for the University.

The University expects that Adjuncts maintain a high level of performance and expertise and 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. Adjuncts are expected to demonstrate the competencies described in the [University Competency Framework \(University Human Resources Intranet\) \(Staff only\)](#) that are consistent with the level and scope of the role to which they are appointed. They are also subject to the University [Staff Code of Conduct \(PDF, 481KB\)](#).

4. Period of Appointment

The period of appointment may be for one, two or three years. The appointment may be renewed on the recommendation of the Head to the Executive Dean and then to the Deputy Vice-Chancellor (Research).

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 Executive Dean in consultation with the Deputy Vice-Chancellor (Research), whose Personal Assistant can advise about process.

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

Adjunct appointments do not carry any remuneration.

An academic who has an adjunct appointment may from time to time also be offered a position of fixed term and casual employment by a school or department. Any appointment as an employee is separate to the adjunct appointment.

The normal employment policies and processes apply for an appointment as an employee. If in doubt, the Head should consult their Human Resources Advisor.

7. Other Titles

An Executive Dean may choose from time to time, depending on the activities of the adjunct appointee, to use alternative titles. This may be, for example, to reflect titles typically held at the appointee's home University e.g. Visiting Professor, Research Associate, Visiting Lecturer.

8. Services of Adjunct Appointees

The set of services that can be extended to adjunct appointees is listed below. Proposed services should be discussed and agreed by the Executive Dean and the Head prior to the appointment being discussed with the appointee. Unless decided otherwise, the appointee will be automatically given IT and Library access. Agreed services must be confirmed to the appointee 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, physical space, use of departmental/school services, and intellectual property rights.

The following list of services (listed in no particular order) may be offered to Adjunct appointees. A copy of this policy must be given to Adjunct staff at the time of appointment and discussed with them:

- Access to research facilities as agreed with the HOD/S.
- Access to University Library facilities.*
- Access to the University server, and use of a University email address.*
- Use of University letterhead on stationery and business cards.
- Professional indemnity cover for research completed in departments/schools, and for consulting work completed through Research & Innovation.**

- Be approved as Co-Associate, or Assistant Supervisor of research students.
- University Staff Parking Permit – on payment of the prescribed fees.

Please Note

* *In order to activate these particular entitlements the relevant school/department needs to complete a Service Request for Visitors form. The visitor's details will be recorded in the relevant UC system 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:

- Erskine or other internal travel awards.
- University Internal Grants – research and equipment.
- Sabbatical Leave.
- To purchase leisure travel insurance under the University's travel insurance policy, unless an Adjunct is travelling overseas on University business and their travel costs are being paid by the University. When travelling overseas on University business, business travel insurance costs will be paid by the University and any leisure travel insurance costs will be paid by the Adjunct appointee.
- To submit grants for external funding through Research & Innovation (only as a collaborator with an existing staff member), unless approval is obtained by the Head, Executive Dean and the Deputy Vice-Chancellor (Research). 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.
- 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.
- Appointment as Senior Supervisor of research students except in exceptional circumstances.

9. 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 \(PDF, 538KB\)](#). This should be discussed with the adjunct at the time of the appointment.

Related Documents and Information

UC Policy Library

- [Conflicts of Interest Policy, Principles and Guidelines \(PDF, 605KB\)](#)
- [Honorary Awards and Honours Conferred by the University Council Policy and Guidelines \(PDF, 298KB\)](#)
- [Intellectual Property Policy \(PDF, 538KB\)](#)
- [Staff Code of Conduct \(PDF, 481KB\)](#)

UC Website and Intranet

- [Make an Adjunct Appointment \(University HR Toolkit\) \(Staff Only\)](#)
- [Provide Services for Visitors Using Online Form \(University HR Toolkit\) \(Staff Only\)](#)
- [University Competency Framework \(University Human Resources intranet\) \(Staff only\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Conversion of document onto new template	Policy Unit	Sep 2013
1.01	AVC(R) changed to DVC(R) in line with current title. Updated hyperlinks.	Policy Unit	Oct 2013
1.02	Document review date pushed out.	Policy Unit	Feb 2014
1.03	Hyperlinks updated	Policy Unit	Jun 2014
1.04	Review date pushed out.	Policy Unit	Sep 2014
2.00	Scheduled review by C/O.	Policy Unit	Mar 2015
2.01	A/A title updated to Deputy Vice-Chancellor (Research and Innovation) (DVC(R and I)).	Policy Unit	Mar 2017
3.00	Scheduled review by Contact Officer Revised by DVC in conjunction with Human Resources.	DVC	Oct 2018
3.01	Minor reorganising of reference section	Policy Unit	Oct 2018
4.00	Scheduled review by contact officer, minor changes to content.	Policy Unit	October 2020
4.01	Change of title names, clarification on travel	DVCR	Dec 2022