



Procedures for Appointing Adjunct Professors and Research Fellows

September 2019

To be read in conjunction with the Appointments of Adjunct Professors and Research Fellows Policy

Adjunct Professors

Appointing Adjunct Professors

1. A proposal to appoint is presented to the Executive Dean - Academic from a Head of School or Executive Leadership Team member
2. Consultation will take place with the Executive Leadership Team
3. A recommendation is made to the Chief Executive from the Executive Leadership Team
4. Advice from Human Resources is sought before an offer of appointment is made or confirmed

Honorary Research Fellows

Appointment of Honorary Research Fellow

1. A recommendation is made from the School Research Committee or Dean - Research and Enterprise to the Unitec Research Committee
2. Agreement to appoint for up to three years is made by the Unitec Research Committee
3. A further term of appointment may be sought for up to three years or as determined by the Dean - Research and Enterprise on the recommendation of a School Research Committee
4. The Unitec Research Committee shall promulgate criteria and the process for appointment from time to time
5. The Unitec Research Committee shall maintain a register of all Honorary Research Fellows

Research Fellows

Research Grant & Contract

1. Proposal submitted to external funder with names of Researchers
2. Proposal accepted by external funder and funding confirmed
3. Contract finalised with details including name of research project, names of researchers, length of project and amount of funding
4. Contract signed by Chief Executive

Appointment of Research Fellow

5. A Research Fellow will be employed by Unitec on a Fixed Term Contract and appointed in line with the term of the research contract

HR Employment Process

6. Dean - Research and Enterprise will provide the relevant details of the research contract to HR Services so that employment paperwork can be completed and issued by HR, and subsequently completed and returned by the Research Fellow