



Appointments of Adjunct Professors and Research Fellows Policy

Purpose

The purpose of this policy is to provide principles supporting the appointment and status of Adjunct Professors and Research Fellows.

Scope

Current and future Adjunct Professors and Research Fellows.

Policy Statement

- i. All **Adjunct Professors** appointed by Unitec shall be:
 - high profile individuals from industry or other institutions who have practised in a profession or discipline with distinction
 - able to enhance Unitec's capability to design, develop and deliver teaching and research programmes that meet the needs of our communities
 - ii. All **Research Fellows** appointed by Unitec shall:
 - serve to enhance Unitec's research capability, activity and reputation
 - have formal institutional standing and recognition
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1. Adjunct Professors

1.1 Appointing Adjunct Professors

- 1.1.1 An Adjunct Professor will be secured by a contract for service.
- 1.1.2 The term of the appointment will usually be three years. If required, this appointment may be renewed for a further term of up to three years.

1.2 Status of Adjunct Professors

- 1.2.1 Adjunct Professors are responsible to the Head of School or manager of the unit to which they are attached, unless otherwise specified in the terms of their contract.
- 1.2.2 Adjunct Professors are eligible to supervise postgraduate students and be elected to Unitec committees.
- 1.2.3 On ceremonial occasions an Adjunct Professor shall be regarded as having equivalent standing to Unitec Professors and Associate Professors.

1.3 Use of the Adjunct Professor Title

- 1.3.1 An Adjunct Professor shall be entitled to use the expression 'Adjunct Professor' after their name, but shall not be entitled to use the honorific 'Professor' before their name, unless that title has been conferred elsewhere outside Unitec. The title will be removed at any time should the special relationship with Unitec cease.

2. Research Fellows

2.1 Appointing Research Fellows

2.1.1 From November 2019

- i. Research Fellows must be named researchers on research contracts won by Unitec or contracts where a Principal Investigator is a permanent tenured staff member at Unitec. Research Fellows will be employed by Unitec on a fixed-term, individual employment agreement, the details of which will be determined by the details of the signed research contract which names the individual researcher.

Prior to November 2019

- ii. Research Fellows appointed prior to November 2019, who do not hold an employment relationship or any other contractual agreement with Unitec, will be renamed "Honorary Research Fellow" for the remaining term of their appointment.

2.2 Appointing Honorary Research Fellows

- 2.2.1 Honorary Research Fellows shall be appointed for a term of up to three years by the Unitec Research Committee on the recommendation of a School Research Committee or the Director – Research and Enterprise.
- 2.2.2 A further term of appointment may be sought for up to three years or as determined by the Director - Research and Enterprise on the recommendation of a School Research Committee
- 2.2.3 The Unitec Research Committee shall promulgate criteria and a process for appointment from time to time and shall maintain a register of all Honorary Research Fellows.

2.3 Status of Research Fellows

- 2.3.1 The status of Research Fellow is awarded to a researcher to achieve defined research aims.
- 2.3.2 Research Fellows shall be entitled to refer to themselves as a Research Fellow or Honorary Research Fellow of Unitec.
- 2.3.3 Research Fellows shall be responsible to the Principal Investigator of the research contract on which they are named. Research Fellows may apply to become eligible to supervise postgraduate student research.
- 2.3.4 No Research Fellow shall be a member of Unitec-wide committee or a School Research Committee.

Associated Procedures

This policy is to be read in conjunction with the Procedures for Appointment Adjunct Professors and Research Fellows

Responsibilities

Role	Responsibilities
Chief Executive	<ul style="list-style-type: none"> Adjunct Professor - Final Decision on appointment Research Fellow – Authorises research contract
Research Committee	<ul style="list-style-type: none"> Appointment of Honorary Research Fellows
Director – Research and Enterprise (Tūāpapa Rangahau)	<ul style="list-style-type: none"> Communication with Human Resources
Human Resources	<ul style="list-style-type: none"> Ensures correct employment procedures are followed based on information provided by Tūāpapa Rangahau

Approval Details

Version number (this version)	4	Issue Date (this version)	07 November 2019
Version History (Amendments made to this version)	Date of amendment/s: 1. 12/11/09 1.1. 23/03/10 2. 15/07/11 3. 20/02/14 4. 26/08/19	Amendment/s: Content previously existed in Senior Academic Appointments Policy. Decision made to create separate policy. Information and policy moved to new template. No content change. Addition of section on Research Fellows and re-named accordingly. Senior Academic Titles & Criteria: Appointment Procedure for Adjunct Professors Status of Adjunct Professors. Updated to reflect change in practice of Research Fellows now being appointed as employees. Moved to new template.	
Consultation Scope (if appropriate)	Key stakeholders consulted in the review of this policy: <ul style="list-style-type: none">Tūāpapa RangahauHuman Resources		
Approval authority	Executive Leadership Team	Date of Approval	12 November 2019
Policy Sponsor (Has authority to approve minor amendments)	Executive Dean - Academic	Policy Owner	Director – Research and Enterprise Tūāpapa Rangahau
Contact Person	Director – Research and Enterprise Tūāpapa Rangahau	Date of Next Review	August 2022