

# Conferring Academic Titles

Version number	1
Approved by	Academic Board
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## Introduction

Sydney Institute of Higher Education (SI) may confer an academic title on an individual whose contribution to SI's teaching, research or knowledge exchange is such that it deserves recognition, or otherwise where a formal academic association is desirable for SI.

## Award of an Academic Title

SI may confer the following academic titles on a person in recognition of their actual or expected contribution to the teaching, research or knowledge exchange activities of SI or otherwise where a formal academic association is desirable for SI:

Title	Affiliation	Background of Title Holder
Visiting Academic	Honorary	<ul style="list-style-type: none"> <li>Academic staff from another university or research organisation who is visiting SI</li> </ul>
Adjunct Academic	Staff or Honorary	<ul style="list-style-type: none"> <li>Generally expert in an appropriate field from professional practice/industry</li> <li>Not necessarily academic background</li> <li>An academic from another university who is to have a continuing relationship with SI</li> <li>May be conjoined with other titles such as "Adjunct Lecturer", "Adjunct Fellow", etc.</li> </ul>
Emeritus Professor	Honorary	<ul style="list-style-type: none"> <li>Retiring or retired Professor</li> </ul>
Honorary Professor	Honorary	<ul style="list-style-type: none"> <li>Academic of great distinction, international reputation, and an exceptional, ongoing and sustained track record of excellence in research and scholarship, whose expertise and contribution will be of significant benefit to SI</li> </ul>
Fellow	Staff or Honorary	<ul style="list-style-type: none"> <li>Generally awarded to people from industry, whom SI wish to recognise and collaborate with</li> </ul>
Professor of Practice	Staff or Honorary	<ul style="list-style-type: none"> <li>Distinguished professionals, either practicing or retired who may not have traditional academic backgrounds</li> </ul>
Provost	Staff or Honorary	<ul style="list-style-type: none"> <li>The senior administrator with responsibility for supervision and oversight of curricular, instructional, compliance and research affairs</li> <li>The Provost is a member of the <a href="#">Executive Management Team</a></li> </ul>
Dean	Staff or Honorary	<ul style="list-style-type: none"> <li>The senior academic with significant authority over academic teaching and research in their field of expertise</li> <li>The Dean is a member of the <a href="#">Executive Management Team</a></li> </ul>

Professor	Staff or Honorary	<ul style="list-style-type: none"> <li>• A member or former member of SI's staff or governing bodies of the highest academic rank</li> <li>• Provide leadership and foster excellence in research, teaching and policy development in the academic discipline within SI and within the community, professional, commercial or industrial sectors</li> <li>• Have attained recognition as an eminent authority in his or her discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level</li> <li>• Make original, innovative and distinguished contributions to scholarship, researching and teaching in his or her discipline. He or she will make a commensurate contribution to the work of SI</li> </ul>
Associate Professor	Staff or Honorary	<ul style="list-style-type: none"> <li>• Normally make an outstanding contribution to the research and/or scholarship and/or teaching and administration activities across interdisciplinary areas</li> <li>• Make an outstanding contribution to the governance of SI and will have attained recognition at a national or international level in his or her discipline. He or she will make original and innovative contributions to the advancement of scholarship, research and teaching in his or her discipline.</li> </ul>
Senior Lecturer	Staff or Honorary	<ul style="list-style-type: none"> <li>• Make a significant contribution to the discipline at the national level. In research and/or scholarship and or/teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline.</li> <li>• Normally make a significant contribution to research and /or scholarship and/or teaching and administration activities. He or she will normally play a major role or play a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program.</li> <li>• Normally have advanced qualifications and/or recognised significant experience in the relevant discipline area.</li> </ul>
Lecturer	Staff or Honorary	<ul style="list-style-type: none"> <li>• Undertake independent teaching and research in his or her discipline or related area.</li> <li>• In relation to research and/or scholarship and/or teaching make an independent contribution through professional practice and expertise, and co-ordinate and/or lead the activities of other staff, as appropriate to the discipline.</li> <li>• Normally contribute to teaching, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at SI and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.</li> </ul>

## General Conditions and Privileges

The award of an academic title is not an appointment to a position and in no way establishes any employment relationship between SI and the recipient, nor does it alter any existing employment relationship. The award of an academic title does not entitle the recipient to any salary payments or alter any existing salary payments.

When using the conferred title, the full title must be used and cannot be abbreviated, for example, 'Honorary Professor of Sydney Institute of Higher Education'.

The title holder is responsible to the President.

Other than in exceptional circumstances, the award of a title will not normally be for a period of less than 6 months and must be for not more than 3 years without a formal review.

A title holder is required to comply with the SI policies and procedures, in particular, *Intellectual*

*Property Policy, Academic Standards Policy, Conflict of Interest Policy, Copyright Policy, Community and Industry Engagement Policy and Privacy Policy* (to the extent permitted by a visiting academic's home institution) and other relevant SI policies.

The title holder will enjoy the precedence and courtesy due to academic staff of SI at the designated academic level.

## Benefits of Honorary Title Holders

SI will give public recognition to its honorary title holders and provide opportunities to participate in the life of SI through:

- Participation in the life, community, and mission of SI;
- Invitations to SI events;
- Participation in the academic procession at graduation;
- Attendance at staff research seminars;
- Listing on the SI website.

The President may determine any other privileges applying to the title holder. These may include:

- the use of space, including office space and access to research facilities;
- access to SI IT resources, including computer, email, telephone and network access;
- library membership and access to library databases;
- the right to participate in SI meetings and other activities;
- the right to apply through SI to research funding bodies;
- approval to supervise research students;
- access to administrative support where the titleholder is engaged in knowledge exchange;
- access to SI legal advice where the matter is related to a knowledge exchange activity.

The title holder will be included on SI insurance schedules solely for the purpose of undertaking SI knowledge exchange activity.

## Expectations of Honorary Title Holders

Honorary title holders will make a sustained commitment to SI in one or more of the following areas:

- the honorary title holders spheres of influence;
- at professional forums, conferences and seminars;
- through public dissemination of knowledge and intellectual engagement;
- facilitating the exchange and sharing of knowledge, experience and expertise in pursuit of SI's mission;
- support of the interests and welfare of SI or of a particular part of SI's activities;
- attributing academic publications to SI in accordance with the requirements of the *Research Output Records Policy* and *Research and Scholarship Policy*; and,
- activities associated with teaching and learning, research, research training, community engagement and/or internationalisation, as appropriate, such as:

- identification of opportunities for research collaboration and participation in research;
- presentation of guest lectures/workshops, as appropriate;
- membership of SI committees and working parties;
- involvement in course development and review;
- placements for SI students;
- fostering other the SI relationships with the professions, industry, community and government;
- contributing articles for use in SI's social media and promotional activities;
- providing a complimentary copy of any relevant published materials to SI for use in the library, and;
- mentoring of staff and students.

## Initial Appointment

The President will nominate candidates for academic titles to Academic Board for their approval.

Retrospective nominations for the conferral of an academic title will not be considered by SI, unless it is conferring a title conferred via a paid academic appointment (such as the appointment of a lecturer in accounting under an employment agreement or teaching contract).

Where nominated candidates are approved, the newly appointed title holder will receive written confirmation of:

- The title of appointment;
- The duration of the appointment;
- An acceptance clause relating to the terms and conditions of the appointment which must be signed by the title holder before the academic title can be used publically;
- A copy of the policy on *Conferring Academic Titles*;
- The name of the staff member responsible for maintaining SI's relationship with the honorary title holder, and;
- A list of expectations of and benefits to honorary title holders.

## Level of Academic Title

Recommendations for the level of an academic title must be consistent with the levels expected for paid academic appointments at SI.

## Withdrawal of title

SI reserves the right to withdraw the academic title and any associated conditions and privileges if the President considers that the title holder:

- is no longer contributing sufficiently to the teaching, research, knowledge exchange and/or community engagement activities; or
- has acted in a way that is inconsistent with the mission or strategy of SI; or

- has breached the any of SI's policies; or
- has changed or ceased their external employment situation justifying the withdrawal of the academic title.

In instances where the title holder's (external or internal) employment situation changes or ceases, the title holder will be reviewed by the President to determine whether the conferral of the academic title should also be withdrawn. This will be undertaken with appropriate reference to the contribution of the academic title holder to SI and the title holder will be advised accordingly.

An academic title conferred on a staff member of SI will automatically cease on termination of their employment with SI.

## Review and Extension

The conferral of an academic title must be reviewed formally by Academic Board at least every 3 years.

The process for conferring an academic title for a further period will be the same as set out in above. Upon approval of a review or extension, the title holder will receive written confirmation of:

- The title of appointment;
- The duration of the appointment, and;
- Where relevant, the date the appointment ceased.

## Review

The *Academic Board* reviews the *Policy on Conferring Academic Titles* a minimum of once every three years, or sooner if required.

Version History				
Version No:	Approved by:	Approval Date:	Revision Notes:	Next Review Date:
1	Academic Board	15 June 2020		15 June 2023

▲ Linked Documents	
<a href="#">↗</a>	<a href="#">Academic Standards Policy</a>
<a href="#">↗</a>	<a href="#">Anti-Discrimination Policy</a>
<a href="#">↗</a>	<a href="#">Community and Industry Engagement Policy</a>
<a href="#">↗</a>	<a href="#">Conflict of Interest Policy</a>
<a href="#">↗</a>	<a href="#">Copyright Policy</a>
<a href="#">↗</a>	<a href="#">Disability Support Policy</a>
<a href="#">↗</a>	<a href="#">Intellectual Property Policy</a>

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<a href="#">IT Resources and Online Conduct Policy</a>
<a href="#">Privacy Policy</a>
<a href="#">Research and Scholarship Policy</a>
<a href="#">Research Output Records Policy</a>
<a href="#">Work Health and Safety Policy</a>

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End of document: "Conferring Academic Titles"

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