
Adjunct and Visiting Staff Policy

Human Resources Policy

1 Purpose

The purpose of this policy is to clarify the circumstances under which persons from outside the University may be appointed to adjunct or visiting positions, the required approval mechanisms, and how exceptions are to be managed.

2 Organisational Scope

This is a University Wide policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Adjunct: A person who, not being a student or staff member or Professor Emeritus of the University, has a formal relationship with the University in which his/her time or expertise are: given without payment, or; given on the basis that any prior approved expenses are reimbursed, or; acquired via a contract for services, or; acquired by subcontract or similar arrangement with his/her employer.

Visiting: The situation in which a staff member of another organisation has a relationship with the University while a temporary visitor to it.

Note: External Supervisors of PhD and Masters by thesis students, appointed as Honorary Research Associates (HRAs), are excluded from this policy. HRAs are appointed by the Deputy Vice-Chancellor (Research) via the Associate Deans (for PhD) or the Head of School (for Masters theses). Please refer to the [PhD Policy](#) and the [PhD Handbook](#) or the [Masters Thesis Policy](#) for the appointment process and conditions for HRAs.

4 Policy Content and Guidelines

4.1 Background

The appointment of persons additional to the normal staffing complement provides an opportunity for the University to: acquire access to additional specialized and often high-level expertise in teaching and research; establish or build on strategically important relationships; and achieve reputational benefits by association.

However, in order to provide clarity for those who are engaged with the University in such relationships, and to protect the University, such appointments and the terms which apply to them must:

- (a) Recognise and acknowledge persons who contribute to the academic activities of the University via these appointments.

- (b) Recognise the nature of the contributions (e.g. not have persons who are clearly not researchers in positions which use or imply the title “Research....”).
- (c) Distinguish clearly between the relationships involving these appointments and employment relationships (thereby avoiding potential confusion about delegated authorities, employer responsibilities etc).
- (d) Assign titles which are appropriate in terms of seniority of the appointee relative to titles commonly used for staff who are employed by the University.
- (e) Be applied in a consistent manner across the University (acknowledging that there may be some transitional issues).
- (f) Comply with New Zealand immigration law. Further information can viewed on www.immigration.govt.nz.

4.1.2 “Adjunct” Appointments

- (a) “Adjunct” appointments, which may be made on a renewable three-year basis, require the written approval of the relevant Pro Vice-Chancellor (PVC). This approval is to be copied to the Faculty Human Resources Manager who will maintain a file of such appointments. Persons appointed as adjuncts are required to sign an agreement to ensure that they abide by the policies and procedures of the University (e.g. in regard to health and safety, quality management etc).

*Note: This is **not** an employment agreement.*

- (b) Adjunct appointments may be made with the following titles, again to be approved by the relevant PVC:
 - (i) Adjunct Professor – a person deemed to be the equivalent of Associate Professor or Professor were they to be appointed to a position as a staff member within the University.
(Note: this generally implies that they would have standing in both teaching and research).
 - (ii) Adjunct Teaching Associate – a person deemed to be the equivalent of Senior Lecturer or below, and whose contribution to the University will be mainly in teaching.
 - (iii) Adjunct Research Associate - a person deemed to be the equivalent of Senior Lecturer or below, and whose contribution to the University will be mainly in research.

4.1.3 “Visiting” Appointments

- (a) “Visiting” appointments are temporary relationships which must nevertheless be approved by the Head of School, copied to the PVC and Faculty Human Resources Manager.
- (b) Staff of other institutions visiting the University may, with the appropriate approval, use the term “Visiting” followed by the title of the position they hold at their own institution (e.g. “Visiting Assistant Professor”) but have no adjunct, employment or other formal relationship with the University.

4.2 Approval of Exceptions

The use of any term other than those prescribed in this policy requires the approval of the Senior Management Team.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this policy.

6 References

[Masters Thesis Policy](#)

[PhD Handbook](#)

[PhD Policy](#)

7 Appendices

Appendix A: [Template “Letter for Adjunct Staff”](#)

Appendix B: [For “Authority to Appoint Adjunct Staff & Visiting Staff”](#)

8 Approval Agency

Vice Chancellor

9 Approval Dates

This policy was originally approved on:	5 October 2004
This version was approved on:	28 November 2006
This version takes effect from:	28 November 2006
This policy will be reviewed by:	30 November 2009

10 Policy Sponsor

Director, Human Resources

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

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