

SCHEDULE A: TERMS AND CONDITIONS - HONORARY APPOINTMENT

1. Honorary Appointees

Honorary Appointees are not University employees. Honorary Appointees may not:

- a. commit or authorise expenditure of University funds (variations to this item require authorisation of the Executive Dean/Deputy Vice-Chancellor)
- b. be directed to undertake an activity on a regular or recurring basis.

2. Privileges, Rights and Obligations of Honorary Appointees

On a day to day basis Honorary Appointees are responsible to the relevant Head of School, Executive Dean/Deputy Vice-Chancellor or Director of the Institute or other area.

Honorary Appointees may obtain a staff card and have access to the University's information facilities, including email and library.

Honorary Appointees must comply with University statutes, regulations and policies including:

- a. Statute 13.1 - Intellectual Property
- b. Regulation 06.1(4) - Information and Communications Technology
- c. Code of Conduct
- d. State and Federal equal opportunity laws applying to Deakin University and any related University policies
- e. State and Federal occupational health and safety laws applying to Deakin University and any related University policies;
- f. Those elements of any University academic or student related statutes, regulations and policies which are relevant to the activities of the Honorary Appointee.

For further information and to access the above documents refer to [The Guide](#).

3. Honorific Titles

Honorary Appointees may use their honorific title during the term of their appointment when carrying out any activity which forms part of their contribution to Deakin University.

Honorary Appointees are entitled to use the honorific title, shown below, for the duration of their appointment. In formal usage (for example, written documentation, business cards, etc.) it is expected that the full nomenclature will be used.

Full nomenclature	Honorific title
Adjunct Professor	Professor
Adjunct Associate Professor	Associate Professor
Honorary Professor	Professor
Honorary Associate Professor	Associate Professor
Honorary Fellow	Honorary Fellow

4. Payments to Honorary Fellow

Honorary appointees may be eligible for reimbursement of reasonable payments which cover the expenses associated with the provision of their contribution to Deakin University. All costs must be approved by prior arrangement with the relevant Head of School or Executive Dean or Deputy Vice-Chancellor.

Honorary appointees are not eligible to receive remuneration. When the University wishes to provide payment in excess of reasonable expenses, these payments should be effected through an employment or independent contractor relationship.

5. University Obligations

The University will ensure that its insurance provisions provide Honorary appointees with the same level of cover as academic staff when they are undertaking activities directly related to their appointment. However, as coverage for workers compensation may not be extended under the applicable legislation, Honorary Appointees are encouraged to arrange separate insurance coverage for sickness and personal accident.

The University must ensure a safe work environment free of unlawful discrimination while the Honorary Appointee is undertaking activities on behalf of the University.

6. Periods and Termination of Appointment

Honorary appointments are effective while the appointee continues to have an ongoing association with Deakin University, as determined by the Faculty Executive Dean/Deputy Vice-Chancellor. The term of the appointment is denoted in the Honorary Appointment Letter of Offer.

Honorary appointments may be terminated at any time by the Faculty Executive Dean/Deputy Vice-Chancellor or the Vice-Chancellor and the appointee will be advised that they no longer have honorary status.