

Honorary Appointments Policy (MPF1156)

1. Objectives

1.1. The objective of this policy is to provide for and facilitate the appointment of individuals to voluntary positions as honoraries of the University, strengthening relationships with key contributors in relevant fields and at our academic, research and clinical partners, and providing honorary appointees the benefit of a title and association with the University.

2. Scope

2.1. This policy applies to all honorary appointments at the University.

3. Authority

3.1. This policy is made under the [University of Melbourne Act 2009 \(Vic\)](#) and the Council and Vice-Chancellor [Regulations](#).

4. Policy

4.1. The University may appoint individuals as honoraries of the University and confer honorary titles.

4.2. Honorary appointees may use the honorary titles conferred on appointment as honoraries in accordance with this policy and their Honorary Agreement.

4.3. This policy provides guidance and direction for the appointment and engagement of individuals as honoraries at the University.

5. Procedural principles

Categories of Honoraries

5.1. Honorary appointments are categorised into four types, which are set out in Table 1.

Table 1 Honorary categories

Honorary category	Description	Titles	Equivalent Academic Level
1 - Honorary Academic appointment	Honorary appointment for an academic (without an industry or clinical practice) with whom the University wishes to continue and/or develop a significant academic association, and who is from another University or formally affiliated institution.	• Professor Emerita /Emeritus • Honorary Professorial Fellow • Honorary Principal Fellow • Honorary Senior Fellow • Honorary Fellow	• Level E • Level D • Level C • Level B • N/A
2 - Honorary Enterprise appointment	Honorary appointment for an individual who is an expert in an appropriate field from professional practice and contributing to teaching and/or research, or fostering partnerships between the University and industry or the wider community.	• Honorary Enterprise Professor • Honorary Enterprise Associate Professor • Honorary Enterprise Fellow	• Level E • Level D • Level A-C
3 - Honorary Clinician appointment	Honorary appointment for a medical, dental, allied health, veterinary, and other clinical professional who undertakes clinical work and contributes to the University's teaching and/or research.	• Honorary Clinical Professor • Honorary Clinical Associate Professor • Honorary Clinical Fellow	• Level E • Level D • Level A-C
4 - Honorary Conjoint appointment	Honorary appointment for an individual who contributes to teaching and/or research at the University as part of their employment with another organisation which has a formal affiliation with the University.	• Honorary Conjoint Professor • Honorary Conjoint Associate Professor • Honorary Conjoint Fellow	• Level E • Level D • Level A - C

5.2. [Schedule A](#) sets out further details in relation to each of the honorary categories, including minimum credentials and the activities each may be involved in.

Honorary nominations

5.3. Any University employee (Nominator) may nominate in writing (letter of nomination), an applicant for appointment as an honorary, following the provision of a CV & list of relevant publications authored by that applicant. In the letter of nomination, the Nominator must:

- a) identify the category of honorary proposed for appointment;
- b) the benefits to the University of the appointment of the applicant as honorary;
- c) demonstrate the suitability of the person being nominated for the particular category of honorary identified;
- d) identify who the applicable University co-ordinator of honorary will be.

Honorary appointments

5.4. Honorary appointments are made by agreement (the Honorary Agreement) between the University and the honorary appointee. By law, honorary appointees are volunteers when undertaking activities as honorary of the University.

5.5. The University requires honorary appointees to sign and return a copy of the Honorary Agreement to confirm their acceptance of the appointment and of the terms and conditions of appointment as set out in the Honorary Agreement. Nothing in the Honorary Agreement is to be taken as creating a relationship of employment or independent contractor between the University and honorary appointee.

5.6. The appointment and approval process for honoraries to be appointed on behalf of the University in accordance with the delegations is set out in [Schedule B](#).

5.7. The HR Business Partners may provide advice and general guidance to support the appointment of honoraries in accordance with this Policy.

5.8. In certain circumstances, an individual may be more appropriately engaged by the University via a contract of employment instead of receiving an honorary appointment.

5.9. Heads of School/Department and Faculty Deans (or equivalent) must consider whether an employment relationship is more appropriate than an honorary appointment in the circumstances. This assessment must consider the type and frequency of activities to be undertaken. The Employment Compliance Directorate can provide further guidance and advice.

5.10. Heads of School/Department and Faculty Deans (or equivalent) must seek advice from the Employment Compliance Directorate before recommending/approving an offer of:

- a) an honorary appointment to an employee of the University; or
- b) a contract of employment to an honorary.

Concurrent honorary appointments and employment relationships are not permitted unless the Dean of Faculty (or equivalent) grants special permission, subject to the advice and recommendations of the Employment Compliance Directorate.

Appointment period and termination of appointment

5.11. Each honorary appointment will be for a set period determined by the University, up to the maximum term length of 3 years (except in the case of Professor Emerita/Emeritus, who are appointed for life), subject to the terms of section 5.13.

5.12. Honoraries may be reappointed for a further term at the discretion of the University. Reappointment occurs via the same appointment and approval process set out in section 5.6 of this policy. Any reappointment will be for a set period determined by the University, up to the maximum term length for each honorary category as set out in section 5.11.

5.13. The University does not guarantee that Honorary appointments will continue until the end date specified in an individual's Honorary Agreement. Honorary appointments (including Professor Emerita/Emeritus) may be terminated prior to the appointment end date by either the honorary appointee or the University in accordance with the terms of the Honorary Agreement.

Rights, entitlements and obligations of honorary appointees

5.14. In the performance of their role (and duties) as honoraries, honorary appointees will:

- a) report to their nominated co-ordinator;
- b) comply with all relevant and applicable University policies and procedures as identified in their Honorary Agreement and as otherwise notified by the University;
- c) comply with all lawful and reasonable directions given to the honorary appointee by the University;
- d) comply with all relevant and applicable legislation; and
- e) acknowledge the University in all relevant publications and grant applications.

5.15. In the performance of their role (and carrying out their honorary duties), honorary appointees may, subject to the University's discretion:

- a) obtain a visitors card;
- b) access the University's information facilities, including its electronic communication network; and
- c) with special approval, be provided office accommodation.

5.16. In the performance of their role (and duties), honorary appointees will **not**:

- a) be members of any University faculty;
- b) commit or authorise expenditure of University funds (unless specifically authorised to do so in writing); and
- c) participate in performance appraisals for University staff without a co-supervisor who is a University employee (unless specifically authorised to do so).

5.17. Further rights, entitlements and obligations of an honorary appointee may be set out in the Honorary Agreement. To the extent of any inconsistency between this policy and the Honorary Agreement, the terms of the Honorary Agreement prevail.

Use of honorary title

5.18. An honorary appointee may use their honorary title during the term of their appointment in accordance any requirements set out in the Honorary Agreement.

5.19. An honorary appointee must cease to use their honorary title at the end of their appointment term or where their appointment is terminated earlier in accordance with the Honorary Agreement. The University may provide a reasonable opportunity to remove references to the honorary title from pre-printed material.

Payments to honorary appointees

5.20. As volunteers, honorary appointees are not entitled to payment from the University for the performance of activities or carrying out tasks or duties in the course of their honorary appointment.

5.21. An honorary appointee may be eligible for reimbursement of reasonable payments to cover expenses associated with the provision of his or her contribution to the University, such as travel, accommodation, meals and incidentals.

5.22. Reimbursement of expenses will be administered through Accounts Payable in accordance with the [Financial Code of Conduct Policy \(MPF1338\)](#).

Insurance coverage

5.23. While undertaking activities related to their honorary appointment, honorary appointees will be covered by applicable insurance policies of the University, subject to the terms and conditions (including exclusions and limitations that apply to honoraries) of those policies, as amended from time to time.

5.24. As coverage for workers compensation cannot be extended under the applicable legislation, honorary appointees are encouraged to arrange separate insurance coverage for sickness and personal accident.

6. Roles and Responsibilities

Role/Decision/Action	Responsibility	Conditions and limitations
Nominator	Any University employee	Applicants for honorary appointments must satisfy the criteria for the relevant honorary category proposed for appointment. The letter of nomination must comply with the terms of clause 5.3.
Recommends individuals for honorary appointment	Head of School/Department or equivalent or Faculty Dean or equivalent (as applicable)	Responsible person must be satisfied that the individual satisfies criteria for the relevant honorary category identified in the letter of nomination
Approves honorary appointments and reappointments of honoraries	• Head of School/Department (Equivalent Academic Level A-C) • Faculty Dean (or equivalent) (Equivalent Academic Level D) • Provost (Equivalent Academic Level E)	Appointment of Level D and E subject to recommendations as identified in Schedule B .
Provides advice and general guidance to support the appointment of honoraries	Employment Compliance Directorate & HR Business Partner	HR Business Partners provide general advice on the policy terms. Employment Compliance Directorate may provide advice on more complex interpretations.
Recommends concurrent employment with the University and honorary appointment	Head of School/Department	Must seek input from the Employment Compliance Directorate
Approves concurrent employment with the University and honorary appointment	Faculty Deputy Dean	Must seek input from the Employment Compliance Directorate, and subject to approval of Faculty Deputy Dean
Monitors an honorary engaging in activities in the course of their honorary appointment to ensure consistency with the Honorary agreement	Nominated co-ordinator	
Comply with the Honorary Agreement, all relevant and applicable University policies, and all lawful and reasonable directions given by the University in carrying out their honorary appointment	Honorary appointees	

7. Related Documents

- [Schedule A – Details of honorary categories.](#)
- [Schedule B – Appointment and approval delegations.](#)

8. Definitions

Activities, in relation to an honorary, means the activities being undertaken voluntarily by an individual in the course of the honorary appointment as agreed between the individual and the University.

Formal affiliation means a formal contractual arrangement between the University and a third-party entity.

Honorary / honorary appointee means an individual who receives an honorary appointment from the University.

Honorary Agreement means the agreement between an individual and the University providing for an honorary appointment.

Honorary appointment means a volunteer position at the University to undertake teaching and/or research activities on a voluntary basis, in exchange for the use of an honorary title and other benefits from the University as agreed between the honorary and the University. Honorary appointment includes any reappointment as an honorary.

Honorary category means one of the four categories of honorary appointments set out in Table 1 of this policy.

Honorary title means one of the titles set out in Table 1 of this policy that has been conferred on an individual through an honorary appointment.

Nominator means a person who nominates an individual for appointment by the University as an honorary/honorary appointee.

Nominated co-ordinator means the University employee who is overseeing & monitoring the activities of an honorary appointee in the course of the honorary appointment, as identified in the Honorary Agreement or otherwise notified to the honorary appointee from time to time.

POLICY APPROVER

Provost

POLICY STEWARD

Chief People Officer

REVIEW

This policy is due to be reviewed by 15 October 2028