

## HONORARY ACADEMIC TITLES POLICY

<b>Policy / Document Approval Body:</b>	Academic Board
<b>Date Created:</b>	12 May 2025
<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Deputy Dean
<b>Location on EIT website:</b>	<a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a>
<b>Review Period:</b>	Every Three Years from Commencement
<b>Revision No:</b>	1
<b>Date of Revision:</b>	12 May 2025
<b>Date Approved:</b>	20 May 2025
<b>Date Commenced:</b>	28 August 2025

### 1.0 Purpose

This policy establishes the principles, processes, and governance related to the appointment, engagement, and responsibilities of Adjunct and Honorary roles at the Engineering Institute of Technology (EIT). These roles enhance EIT's capacity to supervise Higher Degree by Research (HDR) students by drawing on the expertise of external professionals, collaborators, and retired academics.

### 2.0 Scope

This policy applies to all EIT's higher education (HE) research courses and governs the appointment and management of individuals serving in an adjunct or honorary capacity, regardless of geographic location.

### 3.0 Policy Statement

EIT recognises the valuable contribution of Adjunct and Honorary roles in enriching the supervision and experience of HDR students. These appointments foster collaborative networks, industry engagement, and academic excellence aligned with EIT's strategic research objectives.

### 4.0 Eligibility Criteria

Applicants must:

- Possess qualifications and/or experience commensurate with the academic rank proposed.
- Demonstrate a strong record of research outputs, engagement, or leadership relevant to the HDR student's field.
- Show evidence of HDR supervision or relevant mentorship experience.
- Be a continuing academic at EIT (casual/contact, salaried/non-salaried roles).
- Be aligned with EIT's research themes and values.

## 5.0 Appointment Process

- A continuing academic staff member nominates a candidate using EIT's official Adjunct/Honorary Nomination Form.
- The nomination must include:
  - A current curriculum vitae
  - A statement outlining the nominee's proposed contribution to HDR supervision
  - Endorsement by the Dean or Deputy Dean
- Appointments will be assessed twice a year, in June and November, by the Research Committee.
- Appointment terms are normally up to three years, with possible renewal following review.

## 6.0 Roles and Responsibilities

- Provide HDR supervision or associate supervision consistent with EIT's Research Supervision and Academic Progress Policy.
- Attend student presentations, research seminars, conferences, complete progress review panels and assist in research milestone assessments.
- Ensure regular, high-quality engagement with the student and primary supervisor.
- Maintain compliance with the EIT's policies on research integrity, ethics, and supervision standards.
- Contribute to the intellectual and scholarly development of HDR candidates.

## 7.0 Privileges and Resources

- Title and affiliation for use in academic correspondence (e.g., Adjunct Research Supervisor).
- EIT email address and access to relevant systems (email, library, research databases, etc.).
- Inclusion in academic activities, research seminars, and HDR training programs.

## 8.0 Performance Review and Renewal

- Reviewed annually by the Research Committee or Deputy Dean.
- Contributions will be evaluated based on student feedback, milestone engagement, and supervisor reporting.
- Reappointments require evidence of continued contribution and institutional relevance.

## 9.0 Termination of Appointment

- An appointment may be terminated by EIT at any time due to:
  - Breach of EIT policy or code of conduct
  - Inadequate contribution to HDR supervision
  - Misconduct or reputational risk to EIT
  - Cessation of collaborative activities or project funding (if applicable)

## **10.0 Definitions**

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

## **11.0 Related Documents**

- Research Supervision and Academic Progress Policy.HE
- Research Integrity and Misconduct Policy.HE
- Research Code of Conduct.HE
- Adjunct and Honorary Title Procedure.HE

## **12.0 Accountabilities**

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.