

HONORARY ACADEMIC TITLES PROCEDURE

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1.0 Purpose

This procedure outlines the steps required to nominate, assess, appoint, review, and manage Adjunct and Honorary Research Supervisors at the Engineering Institute of Technology (EIT), in accordance with the *Honorary Academic Titles Policy*.

2.0 Scope

This procedure applies to all research programs seeking to engage Adjunct or Honorary Supervisors for Higher Degree by Research (HDR) student supervision.

3.0 Responsibilities

- *Nominating Academic:* Initiates and submits the nomination.
- *Dean/Deputy Dean:* Reviews and endorses nominations.
- *Research Committee:* Reviews and approves appointments.
- *Research Coordinator:* Maintains records and manages communication.

4.0 Procedure Steps

Step 1: Identify Suitable Candidate

The candidate must meet eligibility criteria as defined in the Honorary Academic Titles Policy.

Note: Self-nominations are not accepted. All nominations must be submitted by a current EIT academic staff member who can attest to the candidate's qualifications and intended contribution.

Step 2: Prepare Nomination Documents

The nominating academic prepares the following:

- Completed Adjunct/Honorary Appointment Nomination Form
- Current CV (including research and supervisory track record)
- Statement of intended contribution (e.g., supervision duties, research collaboration)
- Letter of support from the DEng Course Coordinator, Research Coordinator, Deputy Dean or Dean

Step 3: Submit Nomination

- Submit all documents to the Dean/Deputy Dean.
- Incomplete submissions will be returned to the nominator for correction.

Step 4: Review and Endorsement

- The Dean/Deputy Dean reviews the nomination and provides formal endorsement.
- The Research Committee reviews the application for final approval.

Step 5: Issue Appointment Letter

Upon approval, the Research Committee issues a formal letter of appointment, including:

- Title awarded (e.g., Adjunct Professor, Honorary Research Fellow)
- Term of appointment
- Responsibilities and expectations
- Confidentiality and conduct obligations

Step 6: Access and Induction

- The appointee receives EIT email, and access to the e-library system.
- The appointee is invited to participate in HDR supervision induction, research seminar, conferences, professional development and orientation sessions.

Step 7: Annual Review

The academic unit conducts an annual review of each appointee's contribution.

Review includes:

- Engagement in supervision
- Attendance at milestone reviews
- Feedback from HDR students
- Ongoing relevance to research programs

Step 8: Renewal or Termination

- Appointments may be renewed upon satisfactory review and Deputy Dean endorsement.
- Appointments may end early as outlined in the Honorary Academic Titles policy.

5.0 Academic Titles That May Be Awarded

The following honorary or adjunct titles may be granted depending on the individual’s qualifications, role, and level of contribution:

- Adjunct Professor / Adjunct Associate Professor / Adjunct Senior Lecturer / Adjunct Lecturer/ Adjunct Research Fellow
- Honorary Professor / Honorary Fellow / Honorary Research Fellow
- Distinguished Fellow of Engineering Research

Title	Typical Profile	Eligibility Criteria	Expected Contribution
Adjunct Professor	Senior academic or industry leader with significant expertise	PhD or equivalent; national/international recognition; extensive research or leadership	HDR supervision, research collaboration, strategic academic input
Adjunct Associate Professor	Experienced academic or professional with a strong track record	PhD or equivalent; demonstrated academic/professional contribution	HDR supervision, research engagement, guest lectures
Adjunct Senior Lecturer	Qualified professional or early-career academic with relevant experience	Master's or PhD; evidence of teaching/research or professional practice	HDR co-supervision, research involvement, mentoring
Adjunct Lecturer	Practitioner or early-stage academic with emerging expertise	Relevant qualifications and experience in teaching or practice	Occasional HDR support, research projects, guest teaching
Adjunct Research Fellow	Research-active professional or academic with relevant discipline skills	Postgraduate qualifications; active in research	Research collaboration, project involvement, publications
Honorary Professor	Retired or external academic with a distinguished research record	PhD; significant academic achievements; often retired or external	Research leadership, mentoring, institutional representation
Honorary Fellow	Individual with notable contributions to the academic or industry field	Recognised professional standing or academic achievements	Advisory role, occasional engagement in research or supervision
Honorary Research Fellow	Active researcher contributing in a voluntary capacity	Postgraduate qualifications; recent publications or active research	Research project participation, co-publications, HDR mentoring
Distinguished Fellow of Engineering Research	Senior leader in engineering research with exceptional contributions and influence.	PhD or equivalent; 15+ years of outstanding research experience; significant national/international recognition.	Research leadership, HDR supervision, research collaboration, guest lectures, publications in high-impact journals.

6.0 Distinguished Fellow of Engineering Research

6.1 Definition

The title of Distinguished Fellow of Engineering Research is an honorary recognition given to individuals who have demonstrated exceptional leadership and made extraordinary contributions to the field of engineering research. The appointment acknowledges a long-standing commitment to advancing the discipline and the individual’s notable impact on the academic or research community, both nationally and internationally.

6.2 Eligibility Criteria

6.2.1 Qualifications

Must hold a PhD or equivalent in engineering or a related field and have achieved significant milestones in research. A proven track record of publishing in highly regarded academic journals, leading innovative research initiatives, and securing competitive research funding is essential.

6.2.2 Experience

A minimum of 15 years of outstanding professional experience in engineering research or related fields. The candidate should have demonstrated leadership in their area of expertise, contributed to the education and mentoring of future researchers, and played a pivotal role in shaping the direction of engineering research.

6.2.3 Recognition

The nominee should have received national or international recognition for their research contributions, such as awards, memberships in prestigious organizations, or invitations to serve as a reviewer or editor for high-impact academic journals.

6.3 Expected Contribution

6.3.1 Research Leadership

Act as a mentor for junior researchers, guide doctoral researchers, and contribute to the strategic direction of research within EIT.

6.3.2 Supervision

Act as a Principal supervisor or associate supervisor for HDR students, providing expert guidance on cutting-edge research projects.

6.3.3 Research Collaboration

Actively engage in collaborative research initiatives with EIT faculty, students, and industry partners.

6.3.4 Knowledge Dissemination

Deliver guest lectures, seminars, and workshops to enhance the academic community's understanding of advanced engineering topics and research trends.

6.3.5 Publications

Contribute to the publication of research papers in high-impact peer-reviewed journals and academic conferences, increasing the visibility and reputation of the institution.

6.4 Appointment Process

The process for appointing a Distinguished Fellow of Engineering Research would follow the existing procedure for other honorary or adjunct appointments, with an emphasis on the nominee's exceptional contributions and alignment with EIT's research priorities.

7.0 Records Management

All appointment documentation is stored in EIT's official records system.

The Research Coordinator maintains a register of active adjunct and honorary supervisors.

8.0 Definitions

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

9.0 Related Documents

- Honorary Academic Titles Policy.HE
- Research Supervision and Academic Progress Policy.HE
- Nomination Form Template
- Letter of Appointment Template

10.0 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.