

# Conferral of Honorary Academic Titles

## Policy and Procedure



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## 1 PRELIMINARIES

### Commencement

This policy and procedure commenced on 2 November 2023.

### Purpose

This policy and procedure sets out the standards and processes involved in conferring honorary academic titles at the Polytechnic Institute Australia ('PIA').

### Application

This policy and procedure applies to all non-permanent academic staff at PIA.

It does not apply to the granting of a non-honorary title as part of an academic promotion or appointment process. The policy for granting academic titles under these circumstances are set out in the Academic Promotions and Appointments Policy & Procedure

## 2 DEFINITIONS

Terms not defined in this document may be in the PIA glossary.

## 3 POLICY

### 3.1 Professor and Associate Professor

3.1.1 The Board of Directors on the advice of the Academic Board may confer the honorary title of Professor or Associate Professor upon an academic staff member who is:

- a Professor or an Associate Professor at another recognised higher education provider, where the provider is engaged in teaching and/or research activities closely related to a particular academic area of PIA; or
- a person of eminence in a particular academic field; or

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- a visiting Professor or Associate Professor from a recognised higher education provider for the duration of their stay; or
  - in recognition of a person who has performed significant service to the Institution.
- 3.1.2 The position of Professor or Associate Professor may be:
- a paid or unpaid position; or
  - sponsored by an external body.
- 3.1.3 A Professor or Associate Professor shall hold their honorary academic title on such conditions and perform such duties as the Board of Directors may determine.
- 3.1.4 An initial honorary appointment as a Professor or Associate Professor shall be for the period determined by the Board of Directors, after which time the recipient may be re-appointed for a further period, as determined by the Board of Directors.
- 3.2 Adjunct Professor and Adjunct Associate Professor
- 3.2.1 An Adjunct Professor or Adjunct Associate Professor title may be conferred by the Academic Board if that person:
- is not employed as a permanent member of academic staff of PIA for the term of the proposed appointment; and
  - is capable of furthering the reputation of PIA through appropriate conduct and performance in their field of study.
- 3.2.2 A candidate for the title Adjunct Professor or Adjunct Associate Professor may be:
- an expert in their field from professional practice/industry and need not necessarily have an academic background; or
  - an academic from another recognised higher education provider who is to have a continuing relationship with PIA; or
  - other person considered appropriate to receive the title.
- 3.2.3 The appointment shall be for a period as determined by the Academic Board.
- 3.2.4 An Adjunct Professor or Adjunct Associate Professor shall perform such duties as the Academic Board may determine.

## 4 RESPONSIBILITIES

### 4.1 The Dean

The Dean is responsible for the administration of this policy.

## 5 PROCEDURES

### 5.1 Honorary Academic Titles

5.1.1 A request to confer an honorary academic title will be presented to the Chief Executive Officer by the Dean or initiated by the Chief Executive Officer.

- 5.1.2 The level of title must be justified and determined on the basis of the candidate's:
- work history and achievements;
  - scholarly activity;

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- contribution made to the scholarship or reputation and/of PIA; and
  - the anticipated future contribution to the scholarship and/or reputation of PIA.
- 5.1.3 The level of academic title must be consistent with the levels for such academic appointments at Australian universities.
- 5.1.4 The request will be accompanied by a portfolio of evidence prepared by or on behalf of the candidate that addresses the criteria listed above and clearly demonstrates the candidate's suitability for the conferral of the requested title.
- 5.1.5 Where the candidate under consideration is based primarily on academic contributions,
- 5.1.5.1 the Dean will convene a panel of three (3) suitably qualified academics of at least the same academic level of the proposed recipient to consider the portfolio of evidence.
- 5.1.5.2 The Academic Board will consider the recommendation from the Panel to confer an honorary academic title and make a determination.
- 5.1.5.3 Where the recommendation relates to a member of the Academic Board, that member will exempt themselves from any meeting while the recommendation is under discussion. Any determination by the Academic Board to confer an academic title must be agreed to by a majority of independent members.
- 5.1.5.4 Where the awarding of an honorary academic title is endorsed by the Academic Board, a suitable recommendation will be made to the Board of Directors for decision.
- 5.1.6 Where the decision is to be based largely on non academic factors, the Chief Executive Officer will convene a panel of three (3) suitably qualified members to consider the portfolio of evidence.
- 5.1.6.1 Where the awarding of an honorary academic title is endorsed by the Panel, a suitable recommendation will be made to the Board of Directors for decision.
- 5.1.7 The Board of Directors will consider the recommendation of the Academic Board and may:
- affirm the decision;
  - refer the decision back to the recommending entity for further consideration; or
  - determine that the conferral of an honorary academic title in this case may not be in the best interest of PIA, and disallow the conferral.
- 5.1.8 If the Board of Directors endorses the awarding of an honorary academic title, the Chief Executive Officer will advise the candidate of the decision, the term of the conferral and any conditions attaching to the conferral.
- 5.1.9 The Registrar will keep a register of all staff who hold an honorary academic title and any conditions attached to the conferral.
- 5.2 Adjunct Academic Titles
- 5.2.1 A request to confer an adjunct academic title will be presented by the Dean to the Academic Board.

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- 5.2.2 The level of title must be justified and determined on the basis of the candidate's:
- work history and achievements;
  - scholarly activity;
  - contribution made to the scholarship or reputation and/of PIA; and
  - the anticipated future contribution to the scholarship and/or reputation of PIA.
- 5.2.3 The level of academic title must be consistent with the levels for such academic appointments at Australian universities.
- 5.2.4 The request will be accompanied by a portfolio of evidence prepared by or on behalf of the candidate that addresses the criteria listed above and clearly demonstrates the candidate's suitability for the conferral of the requested title.
- 5.2.4.1 Where the candidate under consideration is based primarily on academic contributions,
- the Dean will convene a panel of three (3) suitably qualified academics of at least the same academic level of the proposed recipient to consider the portfolio of evidence,
  - Where the matter relates to a member of the Academic Board, that member will exempt themselves from any meeting while the recommendation is under discussion. Any determination by the Academic Board to confer an adjunct academic title must be agreed to by a majority of independent members.
- 5.2.4.2 Where the decision is to be based largely on non academic factors, the Dean will convene a panel of three (3) suitably qualified members to consider the portfolio of evidence.
- Where the awarding of an honorary academic title is endorsed by the Panel, a suitable recommendation will be made to the Academic Board for decision.
- 5.2.5 The Academic Board will consider the recommendation and may:
- affirm the recommendation;
  - refer the decision back to the recommending entity for further consideration; or
  - determine that the conferral of an adjunct academic title in this case may not be in the best interest of PIA, and disallow the conferral.
- 5.2.6 If the Academic Board endorses the awarding of an honorary academic title, the Registrar will advise the candidate of the decision, the term of the conferral and any conditions attaching to the conferral.
- 5.2.7 The Registrar will keep a register of all staff who hold an honorary academic title and any conditions attached to the conferral.

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## 5.3 Withdrawal of an Academic Title

5.3.1 PIA reserves the right to remove an honorary academic title if it considers that the holder of the title:

- has not met the conditions set down in the letter of conferral;
- is no longer contributing sufficiently to the academic life of PIA; or
- has acted in a way that is inconsistent with PIA's policies and procedures.

5.3.2 An honorary academic title is automatically withdrawn if an academic staff member:

- has ceased to be employed by PIA; or
- has ceased to have a relationship with PIA (in the case of title holders who are not employees).

5.3.3 The Registrar advise the recipient informing them of the withdrawal of their academic title.

## 6 RELATED LEGISLATION AND DOCUMENTS

### Institute Documents

- Academic Promotions and Appointments Policy & Procedure

### Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Nil	

## 7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au) for such feedback to be incorporated into a future review.

## 8 POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Academic Board
Administrator / Responsible for Implementing	Dean
Approval Date	2 November 2023
Next Review Date	2 November 2026

### Document History

Month and Year	Version	Amendments
November 2023	1.0	Policy created and endorsed by the Academic Board
May 2024	1.1	The formatting was updated, including the addition of the document history.