
Adjunct and Visiting Staff Policy

Human Resources Policy

1 Purpose

The purpose of this policy is to clarify the circumstances under which persons from outside the University may be appointed to adjunct or visiting positions, the required approval mechanisms, and how exceptions are to be managed.

2 Organisational Scope

The Adjunct and Visiting Staff Policy is a pan University policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Adjunct: A person who, not being a student or staff member or Emeritus Professor of the University, has a formal relationship with the University in which his/her time or expertise are: given without payment, or; given on the basis that any prior approved expenses are reimbursed, or; acquired via a contract for services, or; acquired by subcontract or similar arrangement with his/her employer.

Visiting: The situation in which a staff member of another organisation has a relationship with the University as a temporary visitor to it.

Note: external supervisors of PhD and Masters by thesis students, appointed as Honorary Research Associates (HRAs), are excluded from this policy. HRAs are appointed by the Dean of the Faculty of Graduate Research (FGR) via the Associate Deans (for PhD) or the Head of School (for Masters theses). Please refer to the FGR website <http://www.victoria.ac.nz/fgr/staff-information/appointment-of-supervisors.aspx#external-supervisors> for the appointment process and form. Refer also to the PhD Policy and the Master's Thesis Policy.

4 Policy Content and Guidelines

4.1 Background

The appointment of persons additional to the normal staffing complement provides an opportunity for the University to: acquire access to additional specialized and often high-level expertise in teaching and research; establish or build on strategically important relationships; and achieve reputational benefits by association. In order to provide clarity for those who are engaged with the University in such relationships, and to protect the University, such appointments and the terms which apply to them must:

- (a) Recognise and acknowledge persons who contribute to the academic activities of the University via these appointments.

- (b) Recognise the nature of the contributions (e.g., not have persons who are clearly not researchers in positions that use or imply the title “Research...”), and not impact adversely on funding (e.g., Performance Based Research Fund).
- (c) Distinguish clearly between the relationships involving these appointments and employment relationships or contract for services; avoiding potential confusion about delegated authorities, employer or contractor responsibilities.
- (d) Assign titles which are appropriate in terms of seniority of the appointee relative to titles commonly used for staff who are employed by the University.
- (e) Be applied in a consistent manner across the University.
- (f) Comply with New Zealand immigration law. Further information can viewed on www.immigration.govt.nz.

4.1.2 “Adjunct” Appointments

- (a) “Adjunct” appointments, which may be made on a renewable three-year basis, require the written approval of the relevant Pro Vice-Chancellor (PVC). This approval is to be copied to the Faculty Human Resources Manager who will maintain a file of such appointments. Persons appointed as adjuncts are required to sign an agreement, which is **not** an employment agreement, to ensure that they abide by the policies and procedures of the University.
- (b) Adjunct appointments may be made with the following titles, again to be approved by the relevant PVC:
 - (i) Adjunct Professor – a person deemed to be the equivalent of Associate Professor or Professor were they to be appointed to a position as a staff member within the University. Note: this generally implies that they would have standing in both teaching and research.
 - (ii) Adjunct Teaching Associate – a person deemed to be the equivalent of Senior Lecturer or below, and whose contribution to the University will be mainly in teaching.
 - (iii) Adjunct Research Associate - a person deemed to be the equivalent of Senior Lecturer or below, and whose contribution to the University will be mainly in research.
- (c) Special circumstances may require payment for some services provided by a person in an adjunct capacity. Careful consideration regarding the employment or contract status of the person must carefully be determined (refer the [Contract for Services Policy](#)), and the appropriate documentation put in place with the approval of the PVC.

4.1.3 “Visiting” Appointments

- (a) “Visiting” appointments are temporary relationships which must nevertheless be approved by the Head of School, copied to the PVC and Faculty Human Resources Manager.
- (b) Staff of other institutions visiting the University may, with the appropriate approval, use the term “Visiting” followed by the title of the position they hold at their own institution (e.g., “Visiting Assistant Professor”) but have **no** adjunct, employment or other formal relationship with the University.

4.2 **Approval of Exceptions**

The use of any term other than those prescribed in this policy requires the approval of the appropriate PVC in consultation with the Employment Relations Manager.

5 **Legislative Compliance**

The University is required to manage its policy documentation within a legislative framework, where legislation such as the Immigration Act 1987, Employment Relations Act 2000, and various 'Contracts' Acts; may on occasion directly relate to this policy. All Adjunct and Visiting staff are required to adhere to the Health and Safety in Employment Act 1992 and the University Health and Safety Policy.

6 **References**

Contract for Services Policy

Faculty of Graduate Research, <http://www.victoria.ac.nz/fgr/staff-information/appointment-of-supervisors.aspx#external-supervisors>

- [Master's Thesis Policy](#)
- [PhD Policy](#)
- [Health and Safety Policy](#)
- www.immigration.govt.nz.

7 **Appendices**

Appendix A: [Template "Letter for Adjunct/ Visiting Staff"](#)

Appendix B: [For "Authority to Appoint Adjunct Staff & Visiting Staff"](#)

8 **Approval Agency**

Vice Chancellor

9 **Approval Dates**

This policy was originally approved on: 5 October 2004

This version was approved on: 12 April 2010

This version takes effect from: 12 April 2010

This policy will be reviewed by: 12 April 2012

10 **Policy Sponsor**

Director, Human Resources

11 **Contact Person**

Note: Please contact your Manager or your Human Resources Manager/ Human Resources Advisor if you have any questions about this policy.

Manager, HR Projects and Policy

Appendix A: Template “Letter for Adjunct/ Visiting Staff”**School/Faculty Letterhead**

[insert date]

[insert name]

[insert address]

Dear [insert name]

RE: Position as Adjunct/Visiting

Thank you for agreeing to share your expertise with the [insert School], at Victoria University of Wellington, from [insert start date] to [insert end date], as an Adjunct/Visiting [insert title].

This arrangement is subject to the following conditions:

1. As the position is deemed to be of a voluntary nature, you are not classed as an employee and nothing contained or implied in this arrangement will create the relationship of employer and employee. You will not receive any remuneration or reward from the University for the work you undertake. The Employment Relations Act 2000 and other Acts governing employment within New Zealand will not apply to you.
2. Access to an office (subject to availability), the University Library and the University’s email services will be provided as required. You will be reimbursed for any reasonable expenses that you may incur as a result of your services to the School. However, any intended expenditure will require prior approval from the Head of School.
3. As an [insert title], it is expected that during the work period you will, at your convenience and or as agreed with the Head of School, share your expertise with students and staff and participate in the general academic life of the [insert School].

You acknowledge that:

- (a) There is no expectation of paid employment at the end of the period of appointment as [insert title].

Optional:

- (b) You are responsible for ensuring that you have appropriate insurance, as you will not be covered by the Accident Compensation Insurance Scheme in New Zealand [relevant if visiting from overseas].
- (c) Immigration into New Zealand and all visa requirements for the purpose of undertaking this voluntary work are your sole responsibility.
4. You or the University may terminate this arrangement without notice at any time and for any reason.
5. You will be required to comply with relevant VUW policies and statutes and New Zealand legislation. This includes the Health and Safety in Employment Act 1992 and the University’s Health and Safety Policy. You are required to take all practicable steps to ensure your own

safety at work and for ensuring that no action or inaction by you causes harm to any other person.

To indicate your acceptance of this offer of appointment as an Adjunct/Visiting [*insert title*], please sign and return a copy of this letter to [*insert person to receive letter*].

Yours sincerely

(*Signature block*)

I acknowledge that my appointment as an Adjunct/Visiting [*insert title*] is of a voluntary nature. By accepting this position, I agree to comply with the University's policies and statutes and relevant legislation.

Name:

Signed:

Date:

Appendix B: "Authority to Appoint Adjunct Staff & Visiting Staff"**Victoria University of Wellington****Authority to Appoint: Adjunct Staff & Visiting Staff**

Before seeking approval from your PVC, please read the Adjunct and Visiting Staff Policy; and discuss with your HR Manager.

1. Name of Proposed Appointee:						
2. School/ Institute/Centre in which appointee will be located:						
3. Category of Appointment: (Circle one)	a. Visiting b. Adjunct Professor c. Adjunct Teaching Associate d. Adjunct Research Associate.					
4. If a visiting appointment, is the appointee employed at another Institution? If yes, state name of institution and appointee's position:	Institution Name: Appointee Position:	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No		
Yes	No					
5. If an adjunct appointment, please specify your reasons for recommending the appointment at the level you are proposing (i.e. Adjunct Professor, Adjunct Teaching Associate, etc):						
6. Is this appointee giving his/her time or expertise: (Circle one)	a. Without payment b. On the basis that any prior approved expenses are reimbursed c. Via a contract for services Adjunct Teaching Associate d. By subcontract or similar arrangement with his/her employer.					
7. Will the appointee be provided with any of the following: (Please tick)	<ul style="list-style-type: none"> • Office Space • E-mail • Internet • Library access • Other (please specify) 	<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>				
8. Term of appointment:	From: _____/_____/_____ To: _____/_____/_____					
9. Please confirm the full adjunct or visiting staff title to be used:						
10. This request is made by:	Name: School/ Institute/ Centre:					
11. Human Resources confirm position falls within the <u>Adjunct and Visiting Staff Policy</u> .	HR Signed: Date: _____/_____/_____	<table border="1"> <tr> <td>Yes</td> </tr> <tr> <td>No</td> </tr> </table>	Yes	No		
Yes						
No						

Approval to Appoint

<i>Name:</i> _____	<i>Signature:</i> _____
<i>Position:</i> _____	<i>Date:</i> ____/____/____