

Health Education and Training Institute Higher Education Appointment of Honorary Academic Affiliates Policy

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| Summary | This policy outlines how Honorary Academic Titles are awarded to individuals who are collaborators for teaching and/or research and/or where a formal academic association is mutually beneficial and deserves recognition by HETI Higher Education. |
| Keywords | Academic affiliates, honorary academic titles, fellows |
| Authoring Portfolio | Mental Health Portfolio |
| Contact | Executive Director |
| Consultation | Consultation with senior staff including HETI CE. |
| Applies to | Any current or proposed academic providers for HETI Higher Education |
| Distribution | HETI staff |
| Related documents | Recognition of Equivalence of Professional Experience to Academic Qualifications Policy |
| Review date | February 2023 |
| Risk Assessment | As per Attachment 1 to this document |

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

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Health Education and Training Institute Higher Education Appointment of Honorary Academic Affiliates

Policy Statement

This policy covers the conferring of Honorary Academic titles (other than Fellows of HETI appointed under the HETI Fellow Policy) including

- The types of academic titles that may be conferred
- Criteria used for each title
- The general conditions, privileges and obligations that may be associated with the use of an academic title at HETI-HE

Honorary Academic titles are academic titles awarded to individuals who are not current employees of HETI- HE, who are collaborators for teaching and/or research and/or where a formal academic association is mutually beneficial and deserves recognition. All appointments are consistent with the TEQSA Provider Course Accreditation Standard 4.2 and HETI-HE policy: Recognition of Equivalence of Professional Experience to Academic Qualifications Policy <http://www.heti.edu.au/policies-and-procedures>.

Aims and Objectives

1. HETI – HE recognizes the importance of and promotes collaboration with individuals, other institutions and organizations in scholarly activities (learning and teaching and research). It provides for the award of Honorary Academic titles in order to:
 - a. Promote collaboration in learning, teaching and research, and facilitates the exchange and sharing of knowledge, experience and expertise in pursuing HETI – HE’s strategic goals as a higher education provider.
 - b. Recognize individuals for academic and career achievements in industry and community that are of relevance to the work of HETI-HE within NSW public health. Establish and/or recognize a formal academic association with HETI where it is considered advantageous to both the organisation and the titleholder.

Overview

2. This policy applies to:
 - a. Individuals from outside HETI who are eligible for the award of Academic Affiliate titles
 - b. Staff members of Higher Education institutions associated with HETI – HE
 - c. Former HETI-HE staff members
 - d. Individuals already in affiliated roles within HETI-HE that would qualify for an Academic Affiliate title
3. Current HETI employees are not eligible for appointment but an existing Fellow could assume another honorary academic appointment provided no conflict of interest arises between the role of Fellow and the role of Academic Affiliate.
4. They might be offered to existing or upcoming academics and others making a contribution to health enhancements in NSW.

Procedures

Designation/Award of Academic Title

5. HETI may confer the following types of Academic Affiliates titles
 - a. Affiliated Visiting Academic (who maintain the appropriate use their existing titles conferred elsewhere)
 - b. Affiliated Senior Academic
 - c. Affiliated Academic
 - d. Affiliated Clinical Associate

Criteria

6. With the exception of the Affiliate Visiting Academic, the appropriate title, its definition and purpose and levels are consistent with Sections 3 and 4 in the HETI- HE Recognition of Equivalence of professional Experience to Academic Qualifications Policy, <http://www.heti.edu.au/policies-and-procedures>.

7. These criteria, term of appointment and approval authority for the appointment/conferring of all Academic Affiliate titles are set out in the schedule (Appendix 1).

General Conditions

8. The award of an Honorary Academic title is not an appointment to a position and in no way establishes any employment relationship between HETI HE and the recipient, nor does it alter any existing employment relationship. The award of an Honorary Academic title does not entitle the recipient to any salary payments or alter any existing salary payments.
9. When using the conferred title the full title must be used. The appropriate format for the use of titles is set out in the Conferring Honorary Academic Titles Procedure.
10. It is expected that any activities in teaching and/or research at HETI-HE are performed by the titleholder in the course of employment/appointment with another higher education provider/organization, or as a volunteer in retirement.
11. The Honorary Academic title holders may be employed on a casual basis by HETI-HE, but their casual appointment will be entirely separate from their honorary status.
12. Normally Honorary Academic titles are restricted to one per person.
13. Titleholders are accountable to the designated Executive Director Higher Education.
14. It is anticipated that title holders will contribute to Teaching, Research and /or Professional practices commensurate with their standing: Independent or joint research including publishing; co-supervision of higher degree research students; guest presentations; Consulting around research, teaching and curriculum development initiatives.
15. The titleholder must comply with the NSW Health Code of Conduct and other codes of conduct relevant to the pursuit of scholarly activities.

Privileges

16. The Chief Executive and the Executive Director Higher Education will determine any privileges applying to the titleholder. These will be made explicit and may include:
 - a. Use of space and access to facilities
 - b. Access to HETI-HE IT and library resources
 - c. Access to administrative support where approved

17. Additional privileges may be conferred on the title holder subject to formal agreement and commensurate with the requirements of the role. These may include negotiated fares and living expenses for individuals visiting from overseas or interstate, approval to supervise research higher students, applications for grants, participation in departmental meetings or other activities. These would formally be specified in invitation letters and may be varied from to time.

Exclusions

18. Title holders should not have;
 - i) responsibility for primary supervision of research projects,
 - ii) access to corporate credit cards,
 - iii) the right to formally represent HETI.

Term of Appointment

19. With the exception of Visiting Affiliates, Honorary Academic affiliates are appointed for a term of 36 months. Appointments may be renewed subject to eligibility criteria (as defined in section 3) continuing to be met. Renewal is at the discretion of the HETI Academic Board. HETI-HE Academic Board reserves the right to review and terminate an appointment where a title holder:
 - a. Has engaged in behaviour contrary to the NSW Health Code of Conduct; and/or
 - b. Undertakes activities that represent a conflict of interest or are otherwise significantly detrimental to the interests of HETI-HE.

Criteria for appointment

20. Conferral of Academic Honorary titles will be based on merit and will recognise the individual's academic (or equivalent professional experience) and professional standing relevant to the type and level of the Academic Affiliate title. Suitably qualified and experienced individuals who meet the criteria outlined in (Appendix 2 – Flowchart) may be appointed. HETI-HE will adhere to the principles of equity and non-discrimination.

Procedures for Nomination, Appointment and Conferral

21. Appointments are formally conferred at the discretion of the Academic Board, HETI-HE. The Chief Executive consults relevant individuals internal and external to HETI when considering any nomination to the Academic Board for conferral of any title. All appointees must comply with Ministry of Health policies and, where relevant, medical practitioner registration requirements (See Appendix 2).

Nomination

22. Individual nominees may be identified for appointment in one of two ways:

Nomination by a senior member of HETI-HE

23. Nominations for appointment may be submitted by a senior member of HETI for the Chief Executive's consideration. For the purpose of this policy, a senior member of HETI includes:
 - a. A member of the HETI Executive Team;
 - b. A member of the HETI Higher Education Governing Council; or
 - c. A member of the HETI Higher Education Academic Board.

Self-nomination

24. Suitably qualified and experienced individuals who fit the Criteria for appointment (per Section 4 of this policy) may submit a self-nomination.

25. Nominations must be submitted by using the approved nomination form. All nominations require the following information:
 - a. Full curriculum vitae
 - b. A detailed description of how the candidate is suitably qualified and experienced in relation to one or more of HETI's core disciplines and/or
26. A detailed description of the candidate's achievements and standing as relevant to HETI's core disciplines
 - a. A brief history of the candidate's involvement with HETI (if any)
 - b. Outline how the appointment will benefit HETI, including opportunities for the candidate to contribute to HETI's work
 - c. Names and contact details of two (2) referees who can be consulted in relation to the nomination
 - d. Proof of identity (passport)

Approval processes for appointment

27. Executive Director Higher Education approves paperwork/proforma and forwards relevant documents to CE HETI-HE before submission to Academic Board.

Conferring Honorary Academic Titles Procedure

28. Appendix 2 specifies the administrative processes required for conferral of an academic title according to the Schedule outlined in Appendix 1.

Remuneration

29. Conferral of an Honorary Academic Title attracts no remuneration.

Related Documents

- Recognition of Equivalence of Professional Experience to Academic Qualifications Policy

APPENDIX 1: SCHEDULE OF ACADEMIC TITLES

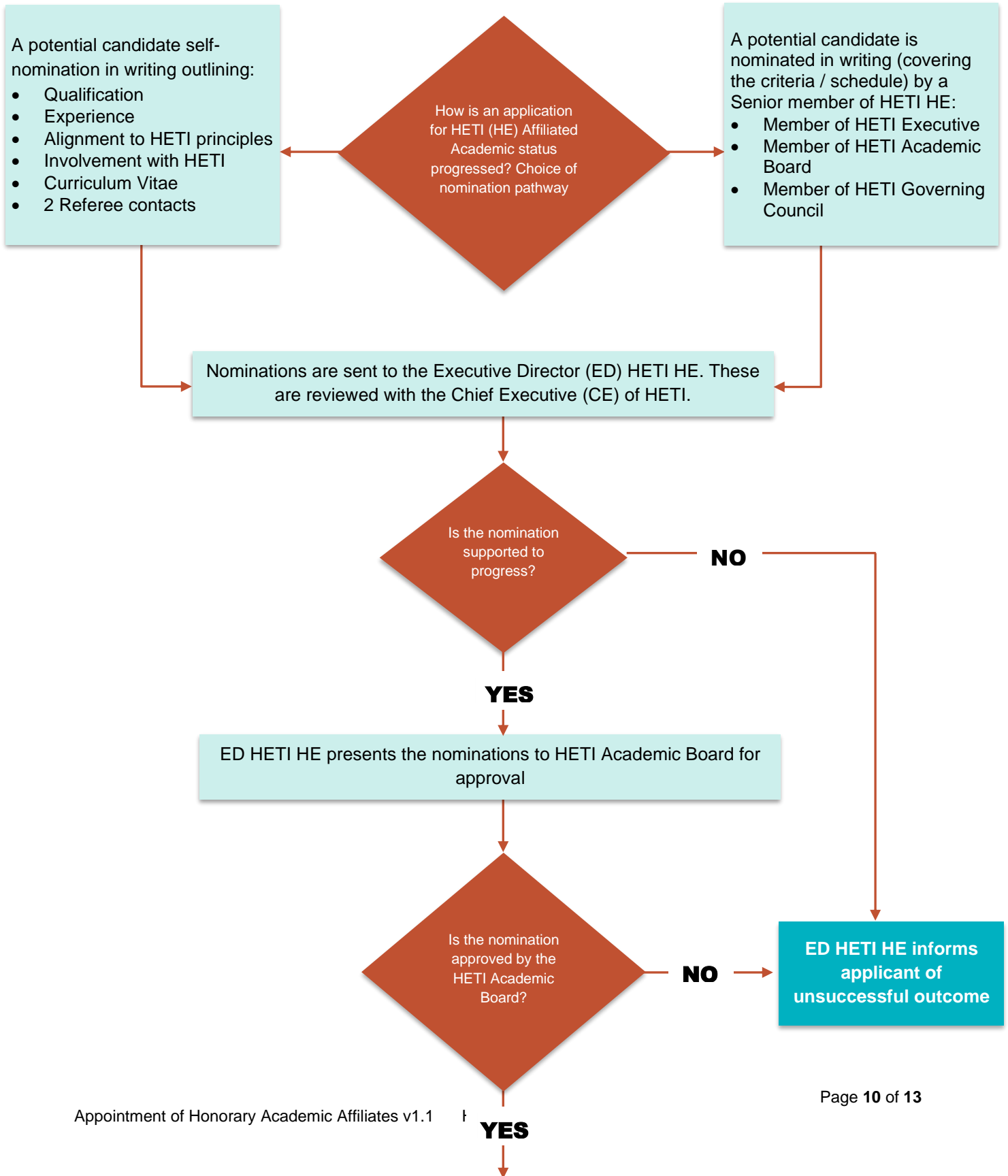
TABLE 1 ACADEMIC TITLES SCHEDULE

| CATEGORY | TITLE | DEFINITION | SPECIFIC CONDITIONS | TERM | APPROVAL |
|------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Visiting Academic Affiliate | Existing Title conferred elsewhere | Awarded to academic staff from another university, Australian or international, or other educational or research organisation, who is visiting HETI-HE for a short-term (up to 12 months). The visiting staff member would usually be on leave from their employer (e.g. on Outside Studies Program) and is expected to collaborate and contribute to Teaching and/or research at HETI-HE, arising from their paid employment with another university/ organisation. | Visiting Academic Affiliate | Existing Title conferred elsewhere | |
| Teaching Academic Affiliate | Senior Academic Affiliate | Awarded to individuals who contribute significantly at AQF 9 or AQF 8 teaching at HETI-HE as part of their employment/appointment with another organization. These individuals may or may not have an academic background but will have demonstrated equivalence as specified within the HETI-HE policy: Recognition of Equivalence of Professional Experience to Academic Qualifications Policy http://www.heti.edu.au/policies-and-procedures | Senior Academic Affiliate | Awarded to individuals who contribute significantly at AQF 9 or AQF 8 teaching at HETI-HE as part of their employment/appointment with another organization. These individuals may or may not have an academic background but will have demonstrated equivalence as specified within the HETI-HE policy: Recognition of Equivalence of Professional Experience to Academic Qualifications Policy http://www.heti.edu.au/policies-and-procedures | |
| | Academic Affiliate | Awarded to individuals who contribute significantly at AQF 8 teaching at HETI-HE as part of their employment/appointment with | | Academic Affiliate | |

| CATEGORY | TITLE | DEFINITION | SPECIFIC CONDITIONS | TERM | APPROVAL |
|-----------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------|----------|
| | | another organization. These individuals may or may not have an academic background but will have demonstrated equivalence for teaching at AQF8 as specified within the HETI-HE policy: Recognition of Equivalence of Professional Experience to Academic Qualifications Policy http://www.heti.edu.au/policies-and-procedures | | | |
| | Clinical Associate Affiliate | Awarded to individuals (limited to programs with a practicum component within Health) who contribute at AQF 8/9 teaching at HETI-HE as part of their employment/appointment with an organization which has a formal affiliation with HETI-HE. | Clinical Associate Affiliate | | |
| Fellows* | | Fellow (A-E) Awarded to individuals who are expert in an appropriate field and are contributing significantly to teaching and/or research, or are fostering partnerships between HETI-HE and industry or the wider community. These individuals may or may not have an academic background. | | | |

* This is consistent with the HETI policy on the appointment of Fellows Acknowledgements made to Macquarie University.

APPENDIX 2: APPLICATION PROCESS FOR HETI HIGHER EDUCATION (HE) AFFILIATED ACADEMIC STATUS



DOCUMENT HISTORY

| Version | Issued | Status | Author | Reason for Change |
|---------|------------------|--------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| v0.1 | September 2018 | Draft | Emeritus Professor Margaret McMillan & Associate Professor Penelope Little | First draft |
| v0.2 | September 2018 | Draft | Rhonda Loftus | Slight adaptations and addition of flowchart |
| v1.0 | 20 December 2018 | Final | Jana Chadid | Updated logos, Published version |
| v1.1 | 03 February 2020 | Noted | Susan Grimes | Organisational changes; new policy title, new position title, and responsibilities. Noted by the T&L Committee. |
| v1.1 | 14 February 2020 | Final | - | Published |

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

| Assessed by: | Date of Assessment: | | |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------|-----------------|
| IMPLEMENTATION REQUIREMENTS | Not commenced | Partial compliance | Full compliance |
| 1. Presentation of key changes and messages was provided to all key stakeholders | | | |
| | Notes: Training session was conducted Jan/Feb 2019 | | |
| 2. Quizzes were conducted to assess all key stakeholders knowledge and application to practice of the updated policy clauses | | | |
| | Notes: Relevant Director conducted and assessed the quiz Jan/Feb 2019 | | |
| 3. Reflection/evaluation; Training session to assess progress of implementation | | | |
| | Notes: Session planned for June/July 2019 | | |
| 4. | | | |
| | Notes: | | |
| 5. | | | |
| | | | |
| 6. | | | |
| | Notes: | | |

RISK ASSESSMENT

| 1. | Policy/Process being assessed | Notes |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| | Document Number | |
| | Publication date | |
| | Scheduled review date | |
| | Date of this risk assessment | |
| | Name & position of assessing officer | |
| 2. | Summary of policy purpose (from PD Cover Page) | |
| | | |
| 3. | Agency (HETI) key roles & responsibilities as per PD | |
| | | |
| 4. | Risk Assessment | |
| 4.1 | Identification of risks – what might happen & how? | |
| | 1. | |
| | 2. | |
| | | |
| | | |
| 4.2 | Analysis of risks – combined estimate of the consequence & likelihood of the risk, using NSW Health Risk Matrix (attached) | |
| | <ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : | |
| | | |
| 4.3 | Evaluation of risks – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated. Risk level assessed after implementing treatment: | |
| | <ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : | |
| | Evaluation – | |

Risk Assessment Approval

| | |
|-----------------------------------------------------|--|
| Name & position of approving T2 Officer: | |
| Date: | |