



Academic Honorary Appointments and Reappointments

An academic/standard honorary appointment is awarded to persons with a predominantly academic background. Those with Honorary appointments are likely to have similar teaching, research, and leadership experience and roles as their paid equivalents from the University.

The purpose of Honorary appointments is to provide recognition for the major contribution made to the University of Melbourne in terms of undergraduate teaching role, post graduate teaching, student supervision, research contribution and advancement of their discipline.

Honorary appointments are made on the basis of a current or anticipated strong link between the individual and the Department or the School. The appointments are designed to recognize and promote such links. All appointments are made by the Melbourne Medical School must be initiated by the Head of the relevant department through an appropriate application.

Levels of Honorary appointment are as follows:

- Honorary Fellow (Level B)
- Honorary Senior Fellow (Level C)
- Honorary Principal Fellow (Level D)
- Honorary Professorial Fellow (Level E)

Clinical Honorary appointments are available to health professionals employed by a hospital or institute in such a capacity and have slightly different requirements associated to each level.

Use of Titles for all honorary appointments:

Honorary appointees may use their honorary title during the term of their appointment when carrying out any activity which forms part of their contribution to the University of Melbourne. The University policy governing this is the [University Honorary Appointments and University Visitors Procedure](#).

In particular, it is requested that wherever appropriate an honorary fellow acknowledges the University in the address byline of any journal publications on which they are an author. (Affiliating the publication to the University of Melbourne in the capacity of the honorary appointment does not preclude (or in any way diminish) the attribution to any other institution to which the honorary fellow is employed/affiliated should that also be appropriate). **Refer to [Author Affiliation Guide for Melbourne Medical School](#).**



On ceremonial occasions an honorary fellow may use the title of the equivalent academic ranks which is as follows:

- Professorial Fellow - Professor
- Principal Fellow - Associate Professor
- Senior Fellow - Senior Lecturer
- Fellow – Lecturer

During the term of their appointment when carrying out activities which are outside their contribution to the University of Melbourne, and it can be reasonably construed that there is an association between the University and the individual, Honorary Fellows may use their honorary title if:

- there is no conflict of interest between the individual's work and their contribution to the University of Melbourne as an Honorary Fellow; and
- appropriate insurance and indemnification arrangements are in place.

The responsibility lies with the Honorary Fellow to ensure that these requirements are satisfied. Where further clarification or advice is required, the Honorary Fellow should seek advice from the Head of Department. Examples of where the honorary title may be used are as follows:

Associate Professor Sue Jones	o r	Dr Wei Ng	o r	Professor David Davidson
Senior Researcher National Institute for Health Research University of South Hampton		Senior Researcher and Group Leader Murdoch Children's Research Institute		Director, General Medicine Royal Children's Hospital
Principal Fellow The University of Melbourne		Senior Research Fellow The University of Melbourne		Professorial Fellow The University of Melbourne

The order of the affiliations, eg hospital, institute, university is not important, however, to not acknowledge the University is not acceptable, given that an academic title (eg Professor, Associate Professor, Senior Lecturer) is a University title and not one that can be bestowed by an institute or hospital.

Types of voluntary activities/contributions:

General

- Use of the word Clinical as part of a title (if required)
- Use of Honorary title and University affiliation on publications, stationery and email communications
- Acknowledgement of the University in presentations



Learning and teaching

- Mentoring students
- Running clinical tutorials

Research

- Including honorary status on publications (in your byline)
- Notifying the University of publications
- Involvement in University research projects
- Promoting of the University in terms of research and training

Clinical Leadership and service

- Involvement in Departmental events
- Support the reputation of the University

Level B – all of the above and additionally

Learning and teaching

- Giving guest lectures

Clinical Leadership and service

- Involvement in Departmental events

Level C – all of the above and additionally

Learning and teaching

- Co supervise students
- Supervising examinations and participating in Objective Structured Clinical Examinations (OSCEs)

Clinical Leadership and service

- Supporting junior staff

Level D – all of the above and additionally

Learning and teaching

- Making an outstanding contribution to scholarship and teaching within the University

Research

- Making an outstanding contribution to research within the University

Clinical Leadership and service

- Playing an outstanding role within their institution, discipline and/or profession and fostering the research activities of others and in research training.



Level E – all of the above and additionally

Learning and teaching

- Providing Grand Rounds presentations
- Providing Professors' Club lectures
- Supporting students in clinical settings
- Involvement in course development

Research

- Minimum of 2-5 publications per annum

Clinical Leadership and service

- Contributing to the governance and collegial life inside and outside the institution

Period of appointment:

All Honorary appointments are subject to limited tenure. Professorial Honorary appointments are made for a period of five years. The length of appointment will be specified in the notice of appointment issued by the University. Honorary appointments for levels A through to D are made for a maximum of five years.

An ongoing association with the University of Melbourne is required in order for the continuation of active honorary appointments; as determined by the Head of Department, and/or on behalf of the University Council. The Honorary academic title may only be used while your honorary appointment is current.

Review of appointment:

Continuation of an appointment will be based on the appointee continuing to fulfil the criteria for appointments (as described above). Honorary appointments (at Level E) will be reviewed on an annual basis. Staff will be asked to describe their contribution to the University in their honorary capacity and to provide information on their proposed future contribution. Annual reviews for other levels of appointment are at the discretion of, and dependent on, the resources of the department where the honorary appointment is held. Wherever possible, these honorary reviews will be held in conjunction with the honoraria's substantive position annual performance review.

Professorial Honorary appointments are subject to review at the end of the 5-year period, and a case must be made for renewal based on proposed future contribution.

Appointees at Associate Professor and Professorial levels may also participate in the University of Melbourne Performance Development Framework (PDF), involving the appropriate Head of Department or Head of School.