

Appointment of Honorary Titles:

- **Selection Criteria**
 - **Procedure for Honorary Appointments**
 - **Nomination Forms**
-

CAPC 2016/15

Approved by Ceremonial and Protocols Committee

8 November 2016

Contents

General Principles	3
Honorary Appointments	3
Confidentiality	3
Categories of Honorary Titles	4
Adjunct Professor	4
Honorary Professor	4
Adjunct Associate Professor	4
Honorary Fellow	5
Clinical Associate Professor	5
Clinical Fellow	5
Emeritus Professor	5
Criteria for Honorary Appointments	6
Use of Honorary Titles	8
Duration of Appointments	8
Renewal of Appointments	8
Employment at ACU and Honorary Title Holders	8
Benefits of Honorary Title Holders	9
Expectations of Honorary Title Holders	9
Notification of Appointment	11
Conclusion of the Term of Honorary Title (non-renewal)	13
Termination of an Honorary Title	13
ACU Website	14
ACU Email address of Honorary Title Holder	14
Library Access	14
Personal Stationery	14
Process Chart Nomination	19
Process Chart Re-Nomination (renewal)	20
Letter of Appointment	22
Benefits and Expectations	24

General Principles

Honorary Appointments

The appointment of an honorary title recognises persons of outstanding accomplishment.

Recognition will be given:

- To persons who have made or will make an outstanding contribution to society and/or the Church and/or the University in ways that are aligned to the [mission, vision and values](#) of ACU;
- To persons whose objectives align with the [ACU Strategic Plan](#) 2015-2020 Strength to Strength ;
- to persons whose scholarship or professional practice in one or more disciplines or professions is of collaborative interest to ACU.

Confidentiality

The nomination process of honorary appointments is confidential.

Conferral of Honorary Appointment

Nominations for the appointment of honorary titles are made by Faculties, the Deputy Vice-Chancellors, ACU Institutes and in some cases organisational departments. The nomination documentation must be completed and signed by the Proposer and Secunder and submitted to the Ceremonials and Protocols Committee (CAPC).

The nomination documentation must demonstrate that the appointment meets the relevant criteria for the category of honorary title.

The CAPC considers all nominations and has the authority to:

- **approve and renew nominations** for categories of Honorary Fellow, Clinical Associate Professor, Adjunct Associate Professor and Clinical Fellow;
- **recommend to the Vice Chancellor and President to seek Senate approval to appoint or renew nominations** for categories of Adjunct Professor and Honorary Professor;
- **recommend to Senate** to seek approval of nominations for Emeritus Professor.

Categories of Honorary Titles

Adjunct Professor

This title is awarded to eminent persons on the basis of their outstanding service to ACU, to a discipline or field, or to society and/or the Church in ways that are aligned to the mission and vision of the University.

Honorary Professor

This title may be conferred upon a person who demonstrates outstanding service to a discipline or field of scholarship of collaborative interest to ACU. An honorary professor will have the ability and willingness to contribute to the University's strategic goals in pursuit of academic, research and/or teaching excellence. Appointees will be affiliated with a particular Faculty of ACU.

Adjunct Associate Professor

A person who has not reached the academic standing of professor and but is nevertheless higher in academic standing of an Honorary Fellow. The academic achievements of the Adjunct Associate Professor are those commensurate with appointments at Associate Professor as described in ACU's [Research Appointment Guidelines](#).

Honorary Fellow

This title may be conferred upon a person involved, in an honorary capacity, in the ongoing academic work of the University irrespective of whether a person is a former employee of the University.

Clinical Associate Professor

This title may be conferred upon a person holding a senior position within an affiliated organisation.

It is expected that the recipient would have already provided significant input into collaborative activities with the University and would have continued association through further activities.

Clinical Fellow

This title may be conferred upon a senior Clinician, Clinical Consultant or Nursing Unit Manager who is highly respected in their clinical specialty area.

It is expected that the recipient would contribute to the University in a similar way to that of the Clinical Associate Professor but in a less senior capacity.

Emeritus Professor

This title may be conferred upon a Professor who retires or resigns from ACU. To be considered for the title, a person will normally have served as a Professor of the University for at least five years. In exceptional circumstances, the title may be conferred upon a staff member who is not a Professor at the time of resignation or retirement.

Significant service, normally for at least 5 years in the employ of the University and to the discipline or field of scholarship, and the ability and willingness to continue to contribute significantly to the University's strategic goals in pursuit of academic, research and/or teaching excellence.

Appointees may be affiliated with a particular Faculty or with the University. Outstanding achievement is to be given consideration in nominating for this title.

The procedure for submitting a nomination for Emeritus Professor to CAPC is provided below. A person is not entitled to self-nominate or request nomination. The nomination and approval process is carried out in confidence, and a nomination may be invalidated by a breach of confidentiality.

The process may be initiated by the Executive Dean of a Faculty or Senior Officer of ACU requesting the Vice-Chancellor and President to make a nomination for a distinguished person.

- The title is nominated by the Vice-Chancellor and President of ACU
- The nomination is seconded by an Executive Dean or Senior Officer of ACU
- The nomination to be endorsed by three professors of ACU.
- Supporting documentation to include: cover sheet, abbreviated CV; name of staff member responsible for maintaining an ongoing relationship with appointee.
- Recommendations for the conferring of the title may be made to the Vice-Chancellor and President by the Ceremonial and Protocols Committee for approval by Senate.
- Nominations are to be treated as confidential during all stages.

Criteria for Honorary Appointments

In granting these appointments the Committee will give consideration to the ability and willingness of the proposed nominee to contribute, through their spheres of influence, to the mission and strategic goals of the ACU and to promote and advance ACU's interests and values.

The following criteria are of significance when nominating a title holder:

- Recognition of outstanding service to ACU, to the discipline or field of scholarship, or to society and/or the Church and or the University in ways that are aligned to the mission, vision and values of ACU.
- Selection is made on the basis of conspicuous continued involvement with ACU.
 - Provision of specific details of the ways in which the nominee will contribute to the work of ACU, or serve the mission of ACU, contribute to the strategic research priorities and enhance ACU's research profile, such as: Teaching and Learning;
 - Research, with particular regard for ACU's strategic research priorities
 - Community Engagement;
 - Raising the profile of ACU;
 - Promotion of ACU in professional circles;
 - Support of the interests and welfare of ACU or of a particular part of ACU's activities;
 - Promotion of the academic purposes of ACU or of facilitating those purposes in any particular activity of ACU;
 - Fostering links between ACU and other institutions;
 - Enlarging educational opportunities to enter ACU among persons with limited prospects;
 - Representation of ACU's need for resources for its growth and diversification;
 - Collaboration with ACU in research, scholarship and teaching and learning;
 - Facilitating the exchange and sharing of knowledge, experience and expertise in pursuit of ACU's mission;
 - The strategic importance of the appointment to ACU;

- Affiliation either to ACU or to a Faculty or an organisational department of ACU.

The Nomination Form must address the above criteria as it relates to their nominee.

Use of Honorary Titles

ACU honorary titles may be used by the title holder in all correspondence. The ACU honorary title will be used in full, not abbreviated, for example, Adjunct Professor of Australian Catholic University.

Duration of Appointments

Appointments for all honorary appointments (except Emeritus appointments) are made for 3 years with a renewal period of 3 years in perpetuity. The Faculty may request a shorter period for a specific reason. (This shorter period must be stated on the nomination form.)

An appointment as an Emeritus Professor is a life award.

Renewal of Appointments

An honorary appointment may be renewed at the discretion of the CAPC. The Proposer must give a letter of reference to the CAPC together with the nomination cover sheet qualifying the reasons why a particular appointment should continue. Renewals of honorary appointments are confidential in nature and should not be discussed with the nominee.

Employment at ACU and Honorary Title Holders

Honorary title holders are not precluded from receiving remuneration for undertaking specific assignments provided that approvals are granted in accordance with University delegations and a contract specifying remuneration for the assignment(s) is issued.

“Specific assignment” can be broadly interpreted, for example an honorary title holder

can undertake activities around curriculum development or a short contract around teaching. If a title holder becomes a continuing staff member their honorary title will not be renewed.

Benefits of Honorary Title Holders

ACU will give public recognition to its honorary title holders and provide opportunities to participate in the life of ACU through:

- Participation in the life, community, and mission of the University;
- Email account and network access: ACU login needs to be set up first, before an email account can be set up.
- Library membership; Library access needs to be requested and will be facilitated by the Servicedesk.
- Access to Library databases;
- Invitations to University events;
- Participation in the academic procession at graduation;
- Receipt of University publications free of charge;
- Attendance at staff seminars;
- Access to car parking facilities when attending a University event.
- Listing in the ACU Handbook.
- Listing on the ACU Website.

Expectations of Honorary Title Holders

Honorary title holders will make a sustained commitment to Australian Catholic University in one or more of the following areas:

- Representation and promotion of the University in the following areas:
 - the honorary appointees' spheres of influence
 - at professional forums, conferences and seminars; and
 - through public dissemination of knowledge and intellectual engagement.

- Facilitating the exchange and sharing of knowledge, experience and expertise in pursuit of ACU's mission;
- Support of the interests and welfare of ACU or of a particular part of ACU's activities;
- Acknowledgement of honorary title/position with ACU on personal business cards and letterheads as appropriate (Please note that ACU honorary titles will be used in full, not abbreviated, for example, 'Adjunct Professor of Australian Catholic University', and that the ACU logo must not appear alongside personal business logos. See template to exemplar correct use of Honorary Titles on business cards);
- Attributing academic publications to the University in accordance with the requirements of the Research Outputs and Authorship process as detailed in the [Research Publications Policy](#) and [Research Authorship Policy](#);
- Activities associated with teaching and learning, research, research training, community engagement and/or internationalisation, as appropriate, such as:
 - Identification of opportunities for research collaboration and participation in research;
 - Presentation of guest lectures/workshops, as appropriate;
 - Membership of University committees and working parties;
 - Involvement in course development and review;
 - Placements for University students;
 - fostering other the ACU's relationship with the professions, industry, community, government and the Church;
 - Mentoring of staff and students.

Honorary appointees are expected to:

- discharge the responsibilities of their honorary appointments in accordance with the ACU mission and strategic plan, and relevant ACU policies, procedures and guidelines including the *ACU Code of Conduct for All Staff*;
- maintain any registrations or clearances required to engage in their work with or on behalf of ACU, including for example, professional registrations and working with children clearances;
- disclose to ACU any information which may be material to their honorary appointment with ACU
- with the exception of Adjunct Professors, provide a brief annual report of ACU-related activities to ACU Directorate of Governance at the beginning of each year, as to whether they have identified themselves formally as an honorary title holder of ACU in any or all of the following areas:
 - publications;
 - research projects;
 - conference/seminar presentations;
 - community engagements;
 - teaching activities, including the supervision of postgraduate students; and support of the interests and welfare of ACU or of a particular part of ACU's activities.

Notification of Appointment

The Vice-Chancellor and President formally congratulates and advises the newly appointed title holder of the appointment by way of signed letter that includes:

- The title of appointment , or
- Notification of the renewal of an existing honorary appointment

- The duration of the appointment. [Start date and end date]
- An acceptance clause relating to the terms and conditions of the appointment and which must be signed by the Honorary and returned to the Executive Officer, CAPC.
- The name of the staff member responsible for maintaining ACU's relationship with the honorary title holder.
- A list of expectations of and benefits to honorary title holders.

A copy of this letter is sent to:

- The Provost/Chair CAPC;
- The Executive Dean of the Faculty/Head of the relevant Directorate responsible for the appointment;
- The ACU staff member responsible for the relationship.

The following members of ACU staff are advised electronically of the appointment:

- The Director of Libraries
- The Director of Information Technology
- The Executive Officer IT
- The Service Desk Co-ordinator
- The HR Systems Officer and
- The Lending Services Co-ordinator.

Conclusion of the Term of Honorary Title (non-renewal)

If the term of an honorary appointment expires the Executive Dean of the relevant faculty or the head organisational department together with the staff member responsible for that appointment will write a letter of thanks which includes a statement regarding the significance of the title holder's contribution to the strategic goals of the university.

Benefits associated with the appointment will terminate concurrently on the date of expiry of the appointment.

A copy of this letter is sent to the Executive Officer, CAPC.

The letter is placed on TRIM – as a permanent record.

Termination of an Honorary Title

An honorary appointment may be terminated in writing by the honorary appointee or by the University.

In the case of termination by the University, such action would normally be taken if the continuation of the honorary appointment is considered to not be in the best interests of the University. The decision to terminate will be made by the Vice-Chancellor and reported to the Ceremonial and Protocols Committee and, in the case of Adjunct Professors, Honorary Professors and Emeritus Professors, Senate.

Following termination, the name of the title holder is removed from the ACU website.

Benefits associated with the appointment will terminate concurrently on the date of termination.

ACU Website

A list of current honorary title holders is published on the ACU website and in the ACU Handbook.

ACU Email address of Honorary Title Holder

The ACU Service Desk will set up the honorary title holder's ACU login. This will enable an ACU email account to be created. Firstname.surname@acu.edu.au

Contact Servicedesk@acu.edu.au or phone 07 3623 7272.

The Honorary Title holder must give Service Desk their date of birth and email address.

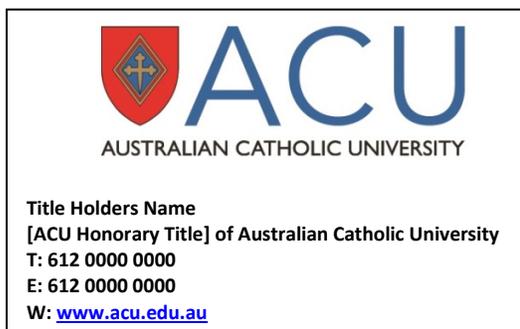
Library Access

Library access needs to be requested by the honorary title holder and will be facilitated by the Servicedesk.

Contact Servicedesk@acu.edu.au or phone 07 3623 7272.

Personal Stationery

Business cards with the ACU logo will be provided by the relevant Faculties to those who specifically request them.



Confidential Nomination for an Honorary Appointment of Australian Catholic University

All sections of the Nomination Form must be completed. The Secretariat reserves the right to reject incomplete forms.

The Ceremonial and Protocols Committee reserves the right to approve or not approve nominations.

The Ceremonial and Protocols Committee relies on the accuracy of information submitted in the Nomination Form.

Please refer to the Appointment of Honorary Titles for more information.

Nomination for Honorary Appointment:	[Adjunct Professor] [Honorary Professor] [Honorary Fellow] (Associate Adjunct Professor) [Clinical Associate Professor] [Clinical Fellow]
Renomination:	Yes/No
Name of Faculty/Institute/Department responsible for this appointment:	
Name and Title of Proposer: [Executive Dean/*Senior Officer of the University]	
Name and Title of Seconder: [Required for appointments requiring Senate** approval]	
Name of nominee (Include pre- and post-nominals and educational qualifications if known)	e.g: Professor Michael Smith OAM
Position Title: Name of Organisation:	e.g: Foundation Director Professor of Legal Studies e.g: St Vincent's Hospital Melbourne University of Southern Denmark
Postal address:	[Postal address:]
Email address:	[Email address:]
Name and Title of Staff member	[Name] [Title]

responsible for this appointment:	
Statement providing specific details of ways in which this honorary title holder will contribute to the work of ACU in: <ul style="list-style-type: none"> • Teaching and Learning • Research • Community Engagement • Raising the profile of ACU in professional circles 	You may wish to address one or all of the dot points:
Strategic importance of the appointment to ACU as per ACU Strategic Plan 2015-2020	eg: Research Intensification Stakeholder Relations
Specific reason for this Appointment: This will be included on the letter of appointment, published in the Handbook and on the ACU website (approximately 50 words).	Professor Andrew Fischer OAM -- awarded for 3 years - in recognition of [approximately 50 words]
Attachments to this nominations	eg.: Internal (ACU Staff member) reference letter ***Annual Report CV (if available)
Date:	
_____ Name of proposer (printed)	Signature
_____ Name of seconder (printed)	Signature
Email all documentation to EO.CeremonialAndProtocolsCommittee@acu.edu.au 14 days prior to the next CAPC meeting. If you have any queries, please contact: Ms Anne Robertson, Executive Officer, CAPC and Governance Officer, Directorate of Governance E: Anne.Robertson@acu.edu.au T: 02 9465 2947	

* Provost, Deputy Vice-Chancellor, Campus Dean, Associate Vice-Chancellor, Institute Director

** Adjunct Professor and Honorary professor appointments and renewals of this category require Senate approval

*** Renomination should include the nominee's most recent Annual Report.

Confidential Nomination for an Honorary Appointment of Emeritus Professor of Australian Catholic University

All sections of the Nomination Form must be completed. The Secretariat reserves the right to reject incomplete forms.

The Ceremonial and Protocols Committee relies on the accuracy of information submitted in the Nomination Form.

Please refer to the Appointment of Honorary Titles for information regarding the appointment of Emeritus Professor.

Nomination for Honorary Appointment:	Emeritus Professor
Name of Faculty/Institute/Department responsible for this appointment:	
Name and Title of Proposer: [Vice-Chancellor & President]	Professor Greg Craven Vice-Chancellor and President Australian Catholic University
Name and Title of Seconder: [Executive Dean/*Senior Officer of the University]	
Names and Titles 3 ACU Professors who endorse this nomination	1. Professor [Name] [Title] 2. Professor [Name] [Title] 3. Professor [Name] [Title]
Name of nominee (Include pre- and post-nominals and educational qualifications)	eg: Professor Michael Smith OAM
Position Title:	eg: [Professor of Legal Studies]
Name of Organisation:	Australian Catholic University
Date of employment ceased or will cease:	

Postal address:	Postal address:
Email address:	Email address:
Name and Title of Staff member responsible for this appointment:	Name: Title:
Statement providing specific details of ways in which this honorary title holder will contribute to the work of ACU in: <ul style="list-style-type: none"> • Teaching and Learning • Research • Community Engagement • Raising the profile of ACU in professional circles 	
Strategic Importance of the appointment to ACU as per ACU Strategic Plan 2015-2020	
Specific reason for Honorary Appointment: This will be included on the letter of appointment, published in the Handbook and on the ACU website (maximum of 50 words).	Professor Andrew Fischer OAM in recognition of [50 words maximum]
Attachments to this nomination	ACU Professors' reference letter or letters (You may write one letter jointly, or each individual professor may write a letter in support of this nomination.) Please address your letter to the CAPC.
Date:	
Professor Greg Craven <hr/> Vice-Chancellor and President of ACU	Signature
Email all documentation to EO.CeremonialAndProtocolsCommittee@acu.edu.au 14 days prior to the next CAPC meeting. If you have any queries, please contact: Ms Anne Robertson, Executive Officer, Ceremonial and Protocols Committee and Governance Officer,	

* Provost, Deputy Vice-Chancellor, Campus Dean, Associate Vice-Chancellor or Institute Director

Process Chart Nomination

	Adjunct Professor	Honorary Professor	Associate Adjunct Professor	Honorary Fellow	Clinical Associate Professor/ Clinical Fellow	Emeritus Professor
Nominator/Proposer	Executive Dean or Senior officer	Executive Dean	Executive Dean	Executive Dean	Executive Dean	Executive Dean or Senior Officer
Seconder/Endorsement	Executive Dean or Senior Officer	Senior Officer				3 Professors of ACU
Approval	Senate	Senate	CAPC	CAPC	CAPC	Vice-Chancellor And Senate
Coversheet	✓	✓	✓	✓	✓	✓
Outline of activity to be undertaken	✓	✓	✓	✓	✓	✓
Name of member of staff responsible for maintaining an ongoing relationship with appointee	✓	✓	✓	✓	✓	✓
Internal Reference from member of staff responsible	✓	✓	✓	✓	✓	✓
Email address	✓	✓	✓	✓	✓	✓
Postal address	✓	✓	✓	✓	✓	✓
Approval By	Senate	Senate	CAPC	CAPC	CAPC	Senate

Process Chart Re-Nomination (renewal)

	Adjunct Professor	Honorary Professor	Associate Adjunct Professor	Honorary Fellow	Clinical Associate Professor/ Clinical Fellow
Nominator/Proposer	Executive Dean or Senior officer	Executive Dean	Executive Dean	Executive Dean	Executive Dean
Seconder					
Coversheet	✓	✓	✓	✓	✓
Outline of activity to be undertaken	✓	✓	✓	✓	✓
Name of member of staff responsible for maintaining an ongoing relationship with appointee	✓	✓	✓	✓	✓
Annual Report		✓	✓	✓	✓
Internal Reference from member of staff responsible	✓	✓	✓	✓	✓
Email address	✓	✓	✓	✓	✓
Postal address	✓	✓	✓	✓	✓
Approval By	Senate	Senate	CAPC	CAPC	CAPC

Letter of Appointment

Date

**Name Surname Post Nominals
Postal Address**

Emial address

Dear Sal Surname,

For appointments made by recommendation to the VC

[I am pleased to advise you that I have accepted the recommendation of the Ceremonial and Protocols Committee that you be awarded the title of **[e.g., Honorary Fellow]** of Australian Catholic University (ACU). The title is for a three year period concluding on [date 2018]. The award of this title acknowledges your excellence [in...].

Or, for appointments approved by Senate

I am pleased to advise you that the Senate of Australian Catholic University (ACU), at its meeting on [date of Senate meeting], approved your appointment as **[Adjunct Professor]** of the University. The title is for a three year period concluding on **[date]**.the award of this title acknowledges your excellence [in...].

I invite you to accept the award of the title of **[Honorary Fellow/ Adjunct Professor]** and, in doing so, you agree to the terms and conditions set out in this letter and its attachment.

The benefits and expectations of holders of honorary titles are set out in the attached document which is an extract from the *Appointment of Honorary Titles* and may be varied by ACU from time to time in its absolute discretion.

The University is assisted by receiving annual reports of the activities of its honorary appointees. The Secretary of the Ceremonial and Protocols Committee will contact you later next year inviting you to provide a brief report on your activities relating to the work of the University.

Please note that you may acknowledge your honorary title on your personal business card and letterhead; if you do, the title should be used in full, for example, '**Honorary Fellow/Adjunct Professor**' of Australian Catholic University', and not abbreviated. The ACU logo may not appear alongside personal business logos.

This honorary appointment may be terminated in writing by yourself or the University in accordance with the *Appointment of Honorary Titles Criteria and Process* as varied by ACU from time to time.

I am appreciative of your interest in the University's activities and willingness to assist ACU in this way. I look forward to your association with the Faculty of [] and **[in conjunction with Institute]** and value your support.

Yours sincerely,

Professor Greg Craven
Vice-Chancellor and President

cc:
Professor Pauline Nugent, Chair, Ceremonial and Protocols Committee
[Professor, Executive Dean, [Faculty of ...]
[Director, Institute]
[ACU Staff Member responsible for the Honorary Title Holder]

Acceptance of Title of [e.g. Honorary Fellow/ Adjunct Professor]

I [Honorary title holder's name] have read and understand the terms and conditions of this honorary appointment from the Australian Catholic University Limited. Please tick whichever is applicable:

- I accept the appointment on the terms and conditions offered in this letter.
- I do not accept the appointment on the terms and conditions offered in this letter.

Signature: _____ Date: ___ / ___ / _____

PLEASE RETURN A SIGNED COPY OF THIS LETTER TO:

Executive Officer, Ceremonial and Protocols Committee
Directorate of Governance
PO Box 968, North Sydney NSW 2059
Fax: +61 2 9739 2839
Email: anne.robertson@acu.edu.au

Attachment to VC&P's Letter of Appointment

Benefits and Expectations

Australian Catholic University's (ACU) conferral of honorary awards recognises the accomplishment and contribution of persons who have made or will make an outstanding contribution to the achievement of the ACU's mission, to scholarship or professional practice in one or more disciplines or professions of interest to ACU, to the life and objectives of ACU, to the society and/or the Church in ways that are aligned to the mission and vision of ACU.

Benefits

ACU will give public recognition to its honorary title holders and provide opportunities to participate in the life of ACU through:

- Participation in the life, community, and mission of the ACU;
- Library membership;
- Access to Library databases;
- Email account and network access;
- Invitations to ACU events;
- Participation in the academic procession at graduation;
- Receipt of ACU publications free of charge;
- Attendance at staff seminars;
- Access to car parking facilities when attending ACU events;
- Listing in ACU's Handbook.

Expectations

Honorary title holders will make a sustained commitment to Australian Catholic University in one or more of the following areas:

- Representation and promotion of the University in the following areas:
 - the honorary appointees' spheres of influence,
 - at professional forums, conferences and seminars; and
 - through public dissemination of knowledge and intellectual engagement.

- Facilitating the exchange and sharing of knowledge, experience and expertise in pursuit of ACU's mission;
- Support of the interests and welfare of ACU or of a particular part of ACU's activities;
- Acknowledgement of honorary title/position with ACU on personal business cards and letterheads as appropriate (Please note that ACU honorary titles will be used in full, not abbreviated, for example, 'Adjunct Professor of Australian Catholic University', and that the ACU logo must not appear alongside personal business logos. See template to exemplar correct use of Honorary Titles on business cards);
- Attributing academic publications to the University in accordance with the requirements of the Research Outputs and Authorship process as detailed in the [Research Publications Policy](#) and [Research Authorship Policy](#);
- Activities associated with teaching and learning, research, research training, community engagement and/or internationalisation, as appropriate, such as:
 - Identification of opportunities for research collaboration and participation in research;
 - Presentation of guest lectures/workshops, as appropriate;
 - Membership of University committees and working parties;
 - Involvement in course development and review;
 - Placements for University students;
 - fostering other the ACU's relationship with the professions, industry, community, government and the Church;
 - Mentoring of staff and students.

Honorary title holders are expected to:

- discharge the responsibilities of their honorary appointments in accordance with the ACU mission and strategic plan, and relevant ACU policies, procedures and guidelines including the *ACU Code of Conduct for All Staff*;
- maintain any registrations or clearances required to engage in their work with or on behalf of ACU, including for example, professional registrations and working with children clearances;
- disclose to ACU any information which may be material to their honorary appointment with ACU;

- with the exception of Adjunct Professors, provide a short annual report of ACU-related activities to ACU Secretariat at the beginning of each year, which will be related to any or all of the following and whether they have identified themselves formally as an honorary title holder of ACU:
 - publications;
 - research projects;
 - conference/seminar presentations;
 - community engagements;
 - teaching activities, including the supervision of postgraduate students; and
 - support of the interests and welfare of ACU or of a particular part of ACU's activities.

Honorary title holders are expected to:

- Discharge the responsibilities of their honorary appointments in accordance with the ACU mission and strategic plan, and relevant ACU policies, procedures and guidelines, including the *ACU Code of Conduct for All Staff*;
- Maintain any registrations or clearances required to engage in their work with or on behalf of ACU including, for example, professional registrations and working with children clearances;

Email Account

The ACU Service Desk will set up your ACU login; this will enable your ACU email account to be created. Firstname.surname@acu.edu.au

Contact Servicedesk@acu.edu.au or phone 07 3623 7272.

Service Desk will require details of your email address and your date of birth.

Library Access

Library access needs to be requested and will be facilitated by the Servicedesk.

Contact Servicedesk@acu.edu.au or phone 07 3623 7272.

Personal Stationery

ACU Logo
<p>New Title Holders Name [ACU Honorary Title] of Australian Catholic University T: 612 0000 0000 E: 612 0000 0000 W: www.acu.edu.au</p>