



UNIVERSITY OF  
**KWAZULU-NATAL**™  
 INYUVESI  
**YAKWAZULU-NATALI**

## POLICY ON ADJUNCT, HONORARY, RETIREE AND VISITOR APPOINTMENTS

<b>Name of policy:</b>	Policy on Adjunct, Honorary, Retiree and Visitor Appointments	
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## 1. PURPOSE

This policy seeks to set out the principles and intention of adjunct, honorary, retiree and visitor appointments.

## 2. DEFINITIONS

**Adjunct appointee:** An adjunct appointee is a person who is employed elsewhere and is engaged to perform a specified range of academic duties with guidance from members of the permanent academic staff

**Honorary appointee:** Refers to a fixed term appointee, who is not a member of staff, who is a distinguished teacher and/or researcher who has been granted academic status and title

**Retiree:** Refers to an employee who has reached the official retirement age of the University, has retired from the University of KwaZulu-Natal and may be re-appointed beyond retirement age

**Visitor appointee:** Refers to any individual who is appointed due to his/her academic and/or professional contribution to the discipline

## 3. SCOPE

This policy applies to the appointment of Adjunct, Honorary, Retiree and Visitor appointment categories. Such appointees are not permanent substantive appointees within the University but make a contribution to the academic activities of the University/College/School/Division.

## 4. POLICY INTENT

The intention of this policy is to enable UKZN management to make suitable appointments to recognise contributions made by contributors to the academic endeavours of the University.

## 5. ADJUNCT APPOINTMENTS

### 5.1 Purpose

An adjunct appointee is a person who is engaged to perform a specified range of academic duties which may include the responsibility to organise, plan and conduct courses with guidance from members of the permanent academic staff, and/or to supervise postgraduate students. Such appointments will normally only be made where it has not been possible to attract suitably qualified staff to fill a vacancy and existing staff or Honorary staff cannot undertake the work.

## **5.2 Eligibility**

These appointments should be reserved for persons who enjoy a high level of recognition amongst peers in the field or discipline in which they are appointed. The titles of Adjunct Lecturer, Adjunct Senior Lecturer, Adjunct Associate Professor or Adjunct Professor should be reserved for persons holding positions at other institutions or in the private sector. The academic qualification as well as the teaching and research profile and experience must be equivalent to that for appointment to the corresponding substantive post.

## **6. HONORARY APPOINTMENTS**

### **6.1 Purpose**

The purpose of an honorary appointment is to enable the University of KwaZulu-Natal to engage the services of distinguished teachers and researchers, on an honorary basis, and to accord them titles befitting their academic status. The conferment of an appropriate honorary title will bring honour both to the teachers and/or researchers and to the University. It is expected that honorary appointees will publish their collaborative research in the name of the University of KwaZulu-Natal.

### **6.2 Eligibility**

A distinguished teacher and/or researcher who is not a member of staff.

### **6.3 Range of titles**

6.3.1 Honorary appointments, either as teachers or researchers, may be made to academics or professionals who are not members of staff, and the following titles may be used:

- Honorary Professor
- Honorary Associate Professor
- Honorary Senior Lecturer
- Honorary Lecturer
- Honorary Research Fellow
- Honorary Clinical Associate
- Honorary Clinical Fellow

6.3.2 In all cases except the last-mentioned three, the academic qualification as well as the teaching and research profile and experience must be equivalent to that for appointment to the corresponding substantive post.

6.3.3 Honorary Research Fellow refers to a specific type of honorary appointment as a long-term researcher which is made to academics who will be conducting collaborative research at the University for a period of a year or up to three years without engaging in the general academic endeavours of the University (e.g. a young overseas researcher who comes to the University of KwaZulu-Natal three to four times a year to work on collaborative projects), where any of the other honorary titles listed above is inappropriate.

6.3.4 Honorary Clinical Associate and Honorary Clinical Fellow refers to a specific type of honorary appointment which is made to staff who are not employed by the University of KwaZulu-Natal and are not recognized by any other appointment or agreement but provide an academic service in the form of teaching of undergraduate and/or postgraduate students in a clinical environment.

## **7. RETIREE APPOINTMENTS**

### **7.1 Purpose**

The purpose of this category of appointments is to retain outstanding staff members after they have retired.

### **7.2 Emeritus Professors**

The title of Professor Emeritus may be awarded to retiring Professors.

#### **7.2.1 Eligibility**

7.2.1.1 To be eligible for an Emeritus appointment the professor must have held a full professorship at the University of KwaZulu-Natal and either the University of Durban-Westville or the University of Natal for a total of at least ten years (with any extension of this professorship included when calculating this period).

7.2.1.2 In exceptional circumstances, a retiring Professor who has held the post (including any extension of the professorship) at either or both universities for a total of less than ten years prior to retirement, but who meets condition 6.2.1.3 below, may be recommended for appointment as an Emeritus Professor.

7.2.1.3 The professor must be deemed to have made a significant contribution, in terms of service and/or scholarship, to the university or universities at which s/he was employed.

### **7.3 Senior Research Associates**

Retired University of KwaZulu-Natal staff who are active in research and who return to continue with or to complete their research projects may be appointed as Senior Research Associates.

## **8. VISITING APPOINTMENTS**

### **8.1 Purpose**

The purpose of this category of appointments is to provide teachers, researchers or professionals visiting the University of KwaZulu-Natal for periods not exceeding one (1) year some affiliation with the University, as well as certain privileges, while undertaking teaching and/or research or adding value to our academic activities for limited periods of time.

## **8.2 Eligibility**

Anyone who makes an academic and/or professional contribution to a discipline for a limited period of time.

## **8.3 Range of titles**

Visiting appointments, either as teachers or researchers, may be made to academics who are not members of staff, or professionals who do not pursue an academic career, but who can add value to our academic activities, such as “Judges in Residence”, and the following titles may be used:

- Visiting Professor
- Visiting Academic
- Visiting Professional (for persons not pursuing an academic career)
- Judge in Residence