Academic Honorary Appointments

An academic/standard Honorary appointment is awarded to persons with a predominantly academic background. Those with Honorary appointments are likely to have similar/equivalent teaching, research, knowledge transfer 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 a Department or School of the Faculty. The appointments are designed to recognize and promote such links. All appointments are made within a School or Department and must be initiated by the Head of the relevant School or Department through an application to the Dean.

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 have slightly different criteria associated to each level.

**Use of Titles/Appointments for all Honorary Fellows:**
Honorary Fellows 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. View the policy [here](#).

In particular, it is requested that wherever appropriate the 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). [Author affiliation guide for MDHS](#)

On ceremonial occasions an honorary fellow may use the title of the equivalent academic rank:

- Professorial Fellow - Professor
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 during the term of their appointment 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 that
- 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 Fellows should seek advice from the Head of Department or Dean. As an example, the honorary title may be used as follows:

<table>
<thead>
<tr>
<th>Associate Professor Sue Jones</th>
<th>or</th>
<th>Dr Wei Ng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Researcher</td>
<td>Senior Researcher and Group Leader</td>
<td></td>
</tr>
<tr>
<td>National Institute for Health Research</td>
<td>Murdoch Childrens Research Institute</td>
<td></td>
</tr>
<tr>
<td>University of South Hampton</td>
<td>Senior Research Fellow</td>
<td></td>
</tr>
<tr>
<td>Principal Fellow</td>
<td>The University of Melbourne</td>
<td></td>
</tr>
<tr>
<td>The University of Melbourne</td>
<td>or</td>
<td>Professor David Davidson</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td>Director, General Medicine</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td>Royal Children's Hospital</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td>Professorial Fellow</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td>The University of Melbourne</td>
</tr>
</tbody>
</table>

The order of the affiliations, e.g. hospital, institute, University is not important, however, to not acknowledge the University is incorrect, given the title (e.g. Professor, Associate Professor, Senior Lecturer etc) is a University title, not one that can be bestowed by institute or hospital.

Types of voluntary activities/contributions:

**General**
- Use of the word “Clinical” as part of title (if required)
- Use of title and University on publications, stationery and alike
- Acknowledgement of the University in presentations

**Minimum (Level A)**
**Teaching**
- Mentoring students
- Running clinical tutorials
Research
- Inclusion of honorary status on publications (in your by-line)
- Notify the University of publications
- Involvement in University research projects

Knowledge Transfer
- Promotion of the University in terms of research & training
- Supporting reputation of the University

Leadership
- Involvement in Departmental events

**Level B – all of the above plus**

Teaching
- Guest lectures

Leadership
- Involvement in Departmental events

**Level C – all of the above plus**

Teaching
- Co-supervising students
- Supervising examinations and participation in OSCEs

Leadership
- Support junior staff

**Level D – all of the above plus**

Teaching
- Make an outstanding contribution to scholarship and teaching within the University

Research
- Make an outstanding contribution to research within the university

Leadership
- Will play an outstanding role within his or her institution, discipline and/or profession in fostering the research activities of others and in research training.

**Level E – all of the above plus**

Teaching
- Grand Rounds presentations
- Professor’s Club lectures
- Supporting students in clinical settings
- Involvement in course development

Research
- 2-5 Publications per annum

Leadership
- Contribute to the governance and collegial life inside and outside the institution
Period of appointment:
Professorial Honorary appointments are made for a period of up to five years. The length of appointment will be specified in the notice of appointment issued by the University. Unless otherwise specified, all other honorary staff will be appointed on a continuing basis.

Honorary appointments will be effective while the appointee continues to have an ongoing association with the University of Melbourne, as determined by the Head of Department, Dean and/or on behalf of the University Council. The Honorary academic title may only be used while your Honorary status is active.

Review of appointment:
Honorary appointments 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. Continuation of the appointment will be based on the academic continuing to fulfill the criteria for appointment (as described above).

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

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