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## Adjunct and Visiting Scholar Policy

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### 1. Purpose

The purpose of this Policy is to clarify the circumstances under which people from outside Te Herenga Waka – Victoria University of Wellington (the University) may be appointed to Adjunct or Visiting Scholar positions and the required process to follow.

### 2. Application of Policy

This Policy applies to Members of the University Community.

## Policy Content

### 3. General

3.1 The appointment of Adjuncts and Visiting Scholars provides an opportunity for the University to acquire access to additional specialised and often high-level expertise in teaching and research; establish or build on strategically important relationships; and achieve reputational benefits by association. In order to provide clarity for those who are engaged with the University in such relationships, and to protect the University's interests, such appointments and the terms which apply to them must:

- (a) Recognise and acknowledge people who contribute to the academic activities of the University via these types of appointments;
- (b) Recognise and document the nature of the benefits and contributions the University will gain from the appointment;
- (c) Document clearly the nature of the relationship involved in these appointments, including specifying that these relationships are not employment relationships with the University and that, as such, the Employment Relations Act 2000 and other Acts governing employment within Aotearoa New Zealand do not apply;
- (d) Assign titles which are appropriate in terms of the seniority of the appointee relative to titles commonly used for Staff Members who are employed by the University, and which reflect the contribution that is being made;
- (e) Not impact adversely on University funding and University stakeholders;
- (f) Be applied in a consistent manner across the University;
- (g) Comply with New Zealand immigration law (including the appointee arranging an appropriate visa, if applicable) (see the Immigration New Zealand website for further information included at Appendix 1); and
- (h) Follow the required [appointment process](#).

3.2 Honorary Research Associates (HRAs)/external Supervisors of Postgraduate Students, Emeritus Professors, and any other honorary titles at the University are excluded from this Policy. Separate processes apply to those types of appointments.

3.3 If someone wishes to appoint an Adjunct who will also be providing thesis supervision for specified students enrolled at the University (e.g. PhD and Masters students) as part of their Adjunct appointment, that person must first be approved by the Wellington Faculty of Graduate

Research (and appointed as an HRA). Please refer to [this page](#) on the staff intranet for the appointment process and form. Refer also to the [Doctoral Regulations](#) and the [Master's Thesis Regulations](#).

#### **4. Adjunct Appointments**

- 4.1 Adjunct appointments are temporary appointments, which may be made for up to three years (on a potentially renewable basis) and require approval by the relevant Dean/Director of standalone Institutes/Centres (Dean/Director) (or their one-up manager). The process set out in the [Adjunct and Visiting Scholar guidance](#) on the staff intranet must be followed. ContactHR and/or the relevant HR Contact can assist with questions on this Policy and the appointment process.
- 4.2 Adjunct appointments must be made with the following titles, to be approved by the relevant Dean/Director (or their one-up manager, if applicable):
- (a) Adjunct – this is the default title to use unless one of the categories below is more appropriate depending on the specific situation;
  - (b) Adjunct Associate Professor; Adjunct Professor; or Adjunct Principal/Senior Principal Scientist/Engineer (as appropriate) – a person deemed to be the equivalent of Associate Professor, Professor, or Principal/Senior Principal Scientist/Engineer and whose contribution to the University will usually be in both teaching and research;
  - (c) Adjunct Teaching Fellow or Adjunct Senior/Scientist/Engineer (as appropriate) – a person deemed to be the equivalent of Senior Lecturer or Senior Scientist/Engineer or below, and whose contribution to the University will be mainly in teaching; and
  - (d) Adjunct Research Fellow or Adjunct Senior/Scientist/Engineer (as appropriate) – a person deemed to be the equivalent of Senior Lecturer or Senior Scientist/Engineer or below, and whose contribution to the University will be mainly in research.
- 4.3 Where payment is agreed for some services provided by a person who has an Adjunct appointment, they should be engaged separately on a casual or fixed term employment basis, or through a contract for services (refer to the [Contract for Services Policy](#)). Advice should be sought from Human Resources to ensure the appropriate documentation is put in place.

#### **5. Visiting Scholar Appointments**

- 5.1 Visiting Scholar appointments are temporary appointments, which may be made for up to one year (on a potentially renewable basis) and require approval by the relevant Head of School/Director of stand-alone Institutes/Centres (Head of School/Director) (or their one-up manager). The relevant Head of School/Director may approve a longer appointment period. The process set out in the [Adjunct and Visiting Scholar guidance](#) on the staff intranet must be followed. ContactHR and/or the relevant HR Contact can assist with questions on this Policy and the appointment process. These appointments usually have no Adjunct, employment or other formal relationship with the University.
- 5.2 Staff of other institutions visiting the University as Visiting Scholars may, with the appropriate approval by the relevant Head of School/Director (or their one-up manager, if applicable), use the term 'Visiting' followed by the title of the position they hold at their own institution (e.g. Visiting Associate Professor).
- 5.3 The University may charge Visiting Scholars a bench fee, dependent on Faculty/School/Institute/Centre policy in this regard.
- 5.4 Where payment is agreed for some services provided by a person who has a Visiting Scholar appointment, they should be engaged separately on a casual or fixed term employment basis, or

through a contract for services (refer to the [Contract for Services Policy](#)). Advice should be sought from Human Resources to ensure the appropriate documentation is put in place.

## 6. Intellectual Property

- 6.1 The University's [Intellectual Property Policy](#) will apply.
- 6.2 Specific provision must be made in the written letter of appointment with the Adjunct or Visiting Scholar if the intellectual property produced by the Adjunct or Visiting Scholar is to be owned by the University or there is to be some other ownership arrangement.

## 7. Compliance with Policy

- 7.1 All Adjuncts and Visiting Scholars are required to observe and comply with relevant University Policy Documents as issued and amended from time to time. These include, but are not limited to, the Health, Safety and Wellbeing Statute, Staff Conduct Policy, Intimate and Close Personal Relationships Policy, Sexual Harassment Response Policy, Responsible Research Policy, and Campus Life Policy.
- 7.2 Once an Adjunct or Visiting Scholar has taken up their appointment, the School or Institute/Centre is responsible for ensuring that the appointee receives a Health and Safety induction.

## 8. Definitions

In this Policy, unless the context otherwise requires:

Adjunct	means a person who, not being a Student or Staff Member or Emeritus Professor of the University, has a formal relationship with the University and will contribute to the University's academic activities, and/or will add value and enhance the University and its reputation, and in which their time or expertise are: <ul style="list-style-type: none"> <li>• given without payment; or</li> <li>• given on the basis that any prior approved expenses are reimbursed; or</li> <li>• acquired via a contract for services; or</li> <li>• acquired by subcontract or similar arrangement with their employer.</li> </ul>
Members of the University Community	means Staff Members, independent contractors, adjunct and visiting staff, visiting scholars and interns, professors emeriti, volunteers, and any other persons providing services to the University.
Policy Document	has the meaning given in the Policy Framework.
Staff Member	means an employee of the University.
Student	means a person enrolled in any course or programme offered by the University, including those studying at the University under an exchange agreement with another institution, and includes a resident in a Hall of Residence.

## Visiting Scholar

means a person who is an employee/postgraduate student of another organisation, or a former postgraduate student who has recently completed the requirements for a postgraduate degree, and has a temporary visiting relationship with the University.

*Note: A Student or Staff Member of the University cannot be appointed as a Visiting Scholar.*

### Related Documents and Information

#### 9. Related Documents

[Education and Training Act 2020](#)

[Health and Safety at Work Act 2015](#)

[Immigration Act 2009](#)

[The Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)

[Campus Life Policy](#)

[Contract for Services Policy](#)

[Doctoral Regulations](#)

[Generative Artificial Intelligence Policy](#)

[Health, Safety and Wellbeing Statute](#)

[Intellectual Property Policy](#)

[Intimate and Close Personal Relationships Policy](#)

[Master's Thesis Regulations](#)

[Policy Framework](#)

[Responsible Research Policy](#)

[Sexual Harassment Response Policy](#)

[Staff Conduct Policy](#)

*Note: Template letters of appointment are available on [the staff intranet](#).*

#### 10. Document Management and Control

##### Essential Record

Approver	Tumu Whakarae – Vice-Chancellor
Approval Date	25 February 2025
Effective Date	10 March 2025
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Policy Sponsor	Toi Pūmanawa – Director, People & Capability
Policy Owner	Toi Pūmanawa Tuarua – Deputy Director, People & Capability
Policy Contact	ContactHR; Faculty HR Manager

##### Modification History

Date	Approval Agency	Details
25 February 2025	Tumu Whakarae – Vice-Chancellor	Full review
27 September 2024	General Counsel	Editorial corrections
17 April 2024	Tumu Whakarae – Vice-Chancellor	Last Modified
28 August 2018	Tumu Whakarae – Vice-Chancellor	Approval/Effective Date

**Appendix 1: Immigration Requirements for Visiting International Academics**

The University is unable to provide immigration advice. Please refer to Immigration New Zealand's website for further information about immigration requirements:

<https://www.immigration.govt.nz/>

Refer to V3.130 - Visiting academics at <http://www.immigration.govt.nz/opsmanual>

Refer to Visiting Academics Visas: <https://www.immigration.govt.nz/new-zealand-visas/visas/visa/visiting-academics-visitor-visa>