

Guideline: Appointment of Affiliate Title-Holders – March 2010

This guide is intended to provide an outline of the process involved for appointing an Affiliate Title-holder.

1. An Affiliate Title may be conferred on an existing, paid staff member who works collaboratively with another School, Centre or Institute (in addition to their substantive appointment) to enable them to gain recognition for their contribution. An affiliate appointment may be appropriate for example, where a staff member provides a substantial unpaid teaching contribution or has significant input into the research programs of the nominating Organisation Unit.
2. The staff member may, subject to the approval of both Heads of Organisation Units and Executive Deans/Institute Directors, hold an affiliate appointment in the nominating Organisation Unit at their current academic level, for example an Associate Professor in “X” School may be appointed as an Affiliate Associate Professor in “Y” Institute. The appointment will usually be for a period of 3 years, unless the substantive appointment is for a shorter period of time.
3. The nominating Head should complete the [Affiliate Appointment form](#), attach the necessary documentation and provide it to the nominating Executive Dean/Institute Director for endorsement. The nominating Executive Dean/Institute Director forwards the form to the Head of the parent unit, who endorses the appointment and forwards it to the Executive Dean/Institute Director of the parent unit for their approval.
4. The Executive Dean/Institute Director of the parent unit is the approving officer for Affiliate appointments (Levels A to E). The Executive Dean/Institute Director will consider the nomination and forward the completed nomination form to the nominating Faculty/Institute Human Resources staff.
5. The Human Resources staff will provide an offer of appointment letter, signed by the Executive Dean/Institute Director of the nominating unit, to the staff member. A copy of the letter is provided to the relevant Officers (Executive Dean/Institute Director of the substantive Faculty/Institute and both Heads) of the University. Human Resources then enter the appointment into the Human Resources information system (Aurion).
6. There is no financial contribution from the Organisation Unit where the staff member holds the affiliate appointment, however the staff member should be recorded as a member of that Organisation Unit for all other purposes.