

Affiliates

An affiliate is an individual who is not a paid staff member of the University, but who is appointed or engaged to perform duties or functions, and/or recognise their contribution to the University through our research and/or education partnerships.

Affiliations are offered based on current engagement. The maximum term for affiliations is three (3) years. If the affiliate is no longer engaged at the end of their term, the affiliation will not be renewed.

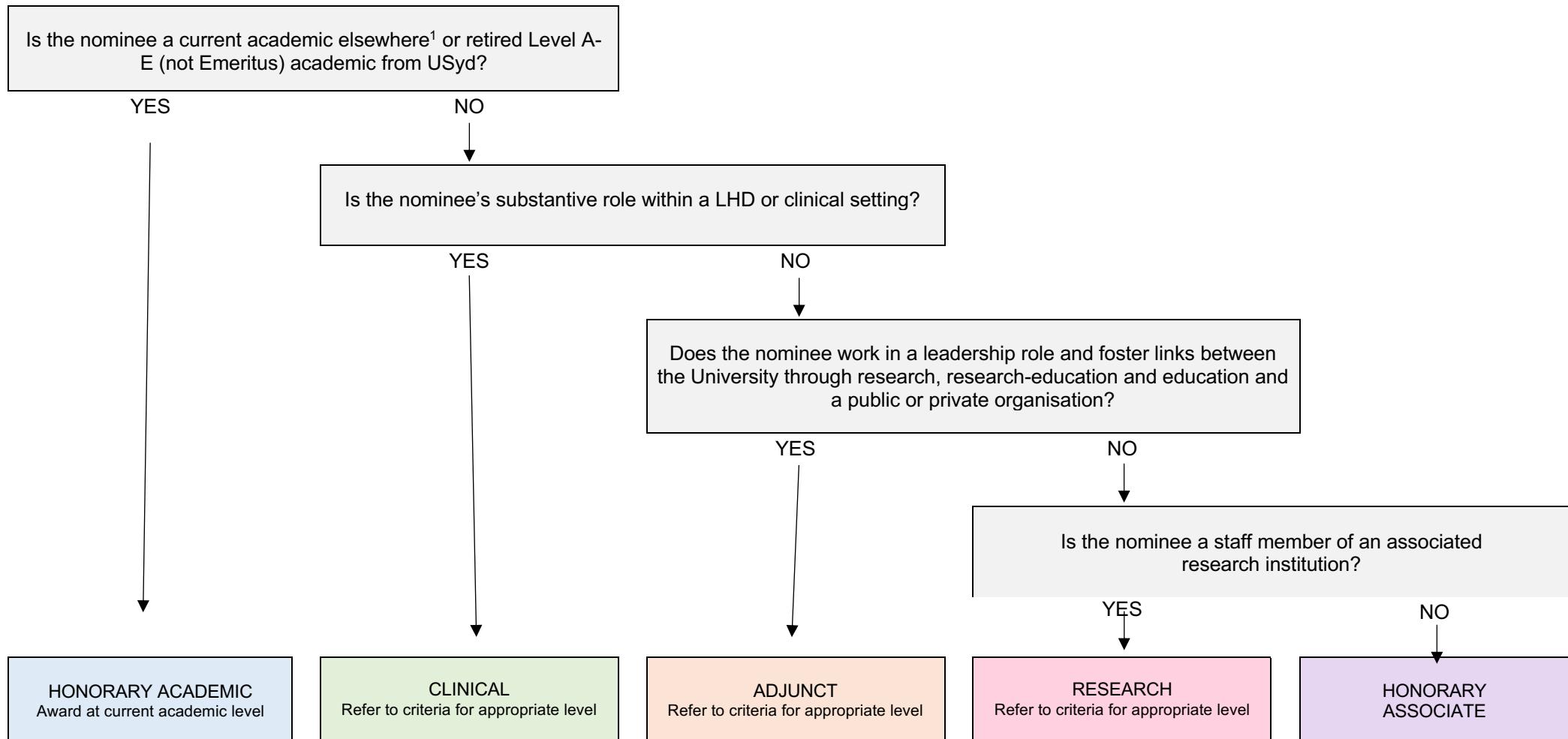
Types of Affiliates

All affiliates need to be issued with a letter/contract which acknowledges and defines their role, outlines their responsibilities to the University and the University's responsibilities and obligations to them. The rights and obligations vary with each affiliation type, so it is important to clarify the relationship from the outset. Requirements and responsibilities may change over the length of the term as required and this should be endorsed by the Head of Academic School or Dean.

Affiliation Type	Description	Appointment Forms
Honorary title holders	Honorary titles are conferred to individuals in recognition of significant contributions to the University on a continuing basis	<ul style="list-style-type: none">• Honorary title nomination & appointment form

This document concerns the identification and appointment of honorary title holders, specifically Clinical and Adjunct title holders. International visitors need to fill in the International visitor request form and Auxiliary external supervisors need to fill in the Faculty of Medicine and Health Higher Degree by Research External Supervisor Form.

Choosing a Conferred Title



¹ An affiliation is not necessarily conferred if the academic is a research collaborator from another University and or is a supervisor for an HDR student (HDR Supervisor Registry).

How to Nominate for a Title

Clinical titles for a length of 12 months or less (not eligible for renewal):

1. Meet with your nominator to discuss appropriate title, responsibilities and duties
2. Identify the contact details for 2 referees. One of these referees can be your appointment letter with the hospital/health provider.
3. Complete the [Honorary Title Nomination & Appointment](#) form in the affiliate management system
4. In the affiliate management system, attach the following documents
 - ✓ An updated, or current CV
 - ✓ Copy of an approved Identification document (e.g. passport, proof of citizenship)
 - ✓ Confirmation of your current employment (e.g. Certificate of Service from your employer)
 - ✓ Attach Visa details, **if applicable**
 - ✓ Working with children check, **if applicable**

For Clinical and Adjunct Affiliation Titles at Associate Lecturer, Lecturer and Senior Lecturer for a period of more than 12 months and up to 3 years:

1. Meet with your nominator to discuss appropriate title, responsibilities and duties
2. Identify the contact details for 2 referee contact details - not required for renewals).
3. Complete the [Honorary Title Nomination & Appointment](#) form in the affiliate management system.
4. Attach the following documents:
 - ✓ An updated, or current CV
 - ✓ Copy of an approved Identification document (e.g. passport, proof of citizenship)
 - ✓ Confirmation of your current employment (e.g. Certificate of Service from your employer)
 - ✓ Attach Visa details, **if applicable**
 - ✓ Working with children check, **if applicable**

For Clinical and Adjunct Affiliation Titles at Associate Professor or Professor for more than 12 months and up to 3 years - Note for Clinical/Adjunct A/P and P, the application will be assessed by the required committees and approved by DED or provost:

1. Meet with your nominator to discuss the appropriate title, responsibilities and duties.
2. Identify the contact details of 3 referee contact details. Note: A Clinical/Adjunct Associate Professor and Clinical Professor require 3 referees, and these should be Nationally recognised. For a Clinical/Adjunct Professor, 1 of these referees must be Internationally recognised.
5. Complete the [Honorary Title Nomination & Appointment](#) form in the affiliate management system.
6. Attach the following documents:
 - ✓ An updated, or current CV
 - ✓ Copy of an approved Identification document (e.g. passport, proof of citizenship)
 - ✓ Confirmation of your current employment (e.g. Certificate of Service from your employer)
 - ✓ Attach Visa details, **if applicable**
 - ✓ Working with children check, **if applicable**