



The Australian College of Physical Education

Policy Document

Terms of Appointment of Visiting Academics

1. Purpose

Visiting academics can make valuable contributions to the teaching and research activities of the College. They can assist the College to develop innovative and research based approaches to teaching, and aid in fostering a research culture (it is expected that this latter outcome will be achieved through working with staff in arrange of activities, for example, the development of research grant applications, providing publication opportunities by co-authoring articles and offering referrals). It is also anticipated that visiting academics will become involved in a range of professional and community service activities.

2. Policy

The College, at its discretion, may appoint an appropriately qualified external individual as a visiting academic staff member.

3. Procedure for Application

3.1 Individuals seeking honorary visiting academic appointments would normally be recommended to the College by a fulltime member of the College academic staff.

3.2 Following confirmation of interest from the College, individuals will be invited to submit to the Dean a proposal for a program of teaching, research, or professional development activities to be undertaken for the proposed period of association. The proposal should indicate clear goals and outcomes specified for the term of appointment. A comprehensive curriculum vitae must accompany the proposal.

Affiliations with other institutions, bodies or organisations must be declared as part of the application and review processes. If affiliations are entered into during the period of appointment, they should be reported to the Dean.

3.3 The Dean will have final responsibility for determining the benefit of the proposal to the College. However, it is expected the Dean will liaise with the CEO and Chair of the Academic Board to determining the relevance and suitability of the proposal to the College.

- 3.4 The applicant will be notified in writing of the success of their proposal by the Dean not less than two months after the submission of the proposal.

4. Conditions of Appointment for Visiting Academics

- 4.1 Visiting academic appointments may be granted to individuals who, having practiced a profession with distinction or particular success, have special skills or learning of value to the College, and who work in close collaboration with staff of the College. Appointments will be commensurate with the individual's current institutional position.
- 4.2 The holder of a visiting academic position will be responsible to the Dean for all work carried out in or on behalf of the College.
- 4.3 The visiting academic appointment may be made initially for a period not exceeding 12 months. At the conclusion of the appointment period a further appointment may be offered with the approval of the CEO.
- 4.4 Any conflict of interest that may arise as a result of other appointments or affiliations must be discussed with the Dean. The Dean reserves the right to cancel the visiting academic appointment if the affiliation contradicts the interests of the College.
- 4.5 In so far as visiting academic appointment is used to derive or facilitate income, such activities must be approved in advance by the Dean.

5. Administration

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