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**MRC POLICY ON  
Honorary, Adjunct and Visiting  
Appointments**

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### **1. INTENT**

The MRC may make honorary, adjunct or visiting appointments to those persons whose contribution will bring credit to the organization. These may or may not be in partnership with an academic institution. The purpose is to ensure that the MRC is able to maximize the academic and professional talent in the broader community of stakeholders, so as to enrich the developing researcher experience and advance the MRC's strategic and research objectives. Such appointments also acknowledge the extensive contribution to training and research programs, and professional leadership that persons who are not employed by the MRC make to its every day operation. The MRC confers an honorary title on such persons to recognize the existence of a collaborative relationship.

### **2. SCOPE**

This is applicable to any individual who may be considered for an honorary, adjunct or visiting appointment at any level. Honorary, adjunct or visiting appointments may be considered for academic, research or student classifications. Honorary, adjunct or visiting appointees will contribute to one or more of the following activities:

- a) training and education;
- b) research/academic leadership;
- c) professional leadership;
- d) professional service and community engagement.

As a minimum, each conjoint appointee will be expected to mentor at least two researchers at Masters, PhD or post-doctoral level per year and graduate at least 2 PhD students in their 3 years of appointment. They will also have an output measure in a

form a publication in a peer reviewed journal or a course presented in the context of their association with the MRC.

### **3. APPLICATION**

#### **3.1 Categories of Appointment**

3.1(a) The titles available for conferral are:

- i. Honorary - Appointments are made to recognize retired members of MRC staff, or retired or current staff of other universities, who wish to continue or further develop a significant teaching, research, scholarship and/or service relationship with the MRC, or to individuals of such standing in the community so as to enhance the capabilities of the MRC.
- ii. Adjunct - Appointments are made to persons who will normally simultaneously hold an appropriate position in another institution, government or profession, and who will make contributions to the teaching, scholarship, research and/or service of the MRC.
- iii. Visiting - Appointments are made to an academic visitor (student or member of staff) from another institution with whom it is desirable that the MRC has a formal association or who has requested appointment for their own development, and who will make a contribution to the teaching, scholarship, research and/or service of the MRC. The appointee should normally be visiting the MRC for a period of at least two weeks, and no longer than 12 months.
- iv. Another title approved by the President

The first two categories will collectively constitute “Conjoint appointments” which means appointment of a person who is not employed by the MRC and who makes a significant contribution to the training, research and academic activities of the MRC without remuneration in the form of salary.

“Visiting Appointment” means appointment of an academic or researcher who is invited or has put in a request from another organization or overseas institution to contribute to or gain from the academic and /or research activities of the MRC without remuneration in the form of salary.

3.1 (b) The use of the academic title is contingent upon the individual:

- (i) contributing to the MRC’s and the relevant academic institution’s activities as outlined in the letter of offer of appointment; and
- (ii) upholding the agreed academic standards, policies and procedures of both the MRC and the academic institution.

3.1 (c) In the case of an Adjunct or Visiting Appointment, the academic title will be at the same level as the individual holds at their employer institution.

3.1 (d) Appointments are made to the designations of Associate Professor or lecturer (in the case of partnership with an academic institution), research specialist, or trainer. The level of title to be conferred will be determined on the basis of academic, business or

professional standing, and in accordance with recognized academic qualifications of the individual.

### **3.2 Appointment Process**

3.2 1(a) A proposal for a conjoint appointment can be made by people at senior researcher level and above, and in the case of an academic title or a visiting student, in collaboration and agreement with the relevant academic institution.

3.2.1 (b) The unit head will forward all proposed appointments (or reappointments) from the unit, with own recommendations or reasons for lack thereof, to the Vice-President: Research, who will apply his/her mind and recommend to EMC. The EMC will deliberate and make recommendations to the President, who will then inform the applicant and the Human Resources Directorate of the final decision.

Recommendations for appointment will:

- identify the level and duration of the proposed appointment,
- specify the proposed role of the appointee and demonstrate a supporting case for the appointment, and
- be accompanied by a curriculum vitae and certified copies of academic qualifications of the intended appointee.

3.2.2 The term of appointment will be as follows:

- Honorary appointments will be made for up to five years, and may be renewed for further periods of up to five years.
- Adjunct appointments will be made for up to five years, and may be renewed for further periods of up to three years.
- Visiting appointments will normally be made for a period of at least two weeks and not more than twelve months.

3.2.3 Approval to renew an appointment will be based on the appointee's continuing contribution to the MRC.

3.2.4 The President, using advice from EMC, will approve all conjoint and visiting appointments.

### **3.3 Conditions and Entitlements of Conjoint and Visiting Appointees**

3.3(a) Both Conjoint and Visiting appointments are unpaid. However, contributions towards expenses may be appropriate. The charging of bench fees and the level of such fees is at the discretion of the Head of the unit, motivated to and approved by EMC. If Conjoint or Visiting staff are subsequently contracted to undertake paid work, a separate contract should be issued.

3.3(b) Conjoint and visiting appointees will have access to and use of MRC facilities and resources as determined by the appropriate Unit and the Human Resources Directorate. These include office facilities, e-mail access, business cards for long-term appointees and other office and administrative support.

3.3(c) Appointees are appointed within a unit/directorate that initiated the motivation process, and are accountable, in the first instance, to the Head of that entity.

3.3(d) The names of conjoint appointees will be included in staff listings in official publications of the MRC.

3.3(e) Conjoint and visiting appointees will be covered by the MRC's Intellectual Property Policy.

3.3(f) Appointees from overseas will require a relevant visa for the duration of their appointment, obtainable from the nearest South African Consulate.

#### 4. POLICY PRINCIPLES

- 4.1 A conjoint or visiting appointment will not be made where the person is a current employee of the MRC, or where the person is an enrolled student (grant or internship holder) of the MRC.
- 4.2 A conjoint or visiting appointee may make contributions across units.
- 4.3 A conjoint or visiting appointment does not constitute an employer/employee or independent contractor relationship between the individual and the MRC.
- 4.4 The Honorary, Adjunct or Visiting appointee will use the word "Honorary, Adjunct or Visiting" before their academic title in any correspondence or documents during the term of the appointment.
- 4.5 Conjoint or visiting appointees are to abide by MRC statutes, regulations and policies whilst undertaking activities relating to their appointment. Any breach or suspected breach of policy or any conduct which, in the opinion of the MRC, is likely to bring the MRC or any of its related entities into disrepute, may result in withdrawal of the honorary title and/or relationship.
- 4.6 The MRC will, at the time of offer, identify specific resources and/or facilities that it will make available to support the contribution by the conjoint or visiting appointee. Additional resources may be discussed with, and determined, by the Head of the relevant unit and the Research Directorate.
- 4.7 A proposal for a conjoint or visiting appointment will be considered by the President following:
  - Recommendation by the proponent and/or Unit head; and
  - Recommendation by the EMC.

#### 5. DELEGATIONS AUTHORITY

Delegate	Authority
Senior Researcher and above (if not unit head)	Recommendations to Unit head (after negotiation with academic Department where applicable) for approval of appointment
Unit Director (Head of a unit/Directorate)	Approve at unit level and recommend to VP: Research
Vice-President: Research	Approves and recommends to EMC
President advised by EMC	Approves appointments at Strategic level, formally notifies applicant/unit and HR.

Unit/Directorate head, Human Resources and Corporate Services

Administrative arrangements

## 6. REVIEW OF CONJOINT APPOINTMENT

Conjoint appointments are approved for a period of three (3) years. Reappointment, including consideration of appointment to a higher level, will be undertaken when the current conjoint appointment expires or in the Triennial Review of this policy, whichever is the sooner. The Research Directorate may initiate a review of a Conjoint appointment at any time should an appropriate need arise. In each instance, the appointment process and the criteria for assessment are to apply.

## 7. ASSESSMENT CRITERIA FOR CONJOINT APPOINTMENT

Assessment Criteria are as follows:

- (i) The extent of expected contribution of the applicant to the achievement of the MRC's strategic goals.
- (ii) The applicant's academic standing in any one, or combination of research, education and training, and community.
- (iii) The applicant's eligibility in terms of academic qualifications, and demonstrated skills and experience in accordance with Criteria for Assessing the Level of Conjoint Appointments.

## 8. FURTHER INFORMATION

General enquiries regarding this policy and its guidelines should be directed to the appropriate Service Team, constituting the Human Resource Directorate and the Research Directorate.

## 9. APPROVAL INFORMATION

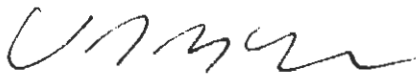
**Policy Owner:** Research Directorate

**Approved By:** EMC

**Date Approved:**

**Revision Date:** Three years from date of approval

**Signed by MRC President:**



7/6/06