Affiliations to Crawford School

1. Types of affiliations

1.1. An adjunct academic (“adjunct professor” or “adjunct associate professor”) is the one whose status is awarded by the University on the recommendation of the Director or the Deputy Director of Crawford School of Economics and Government (hereinafter, “School”). An adjunct academic holds a formal position within the University, but is typically employed elsewhere. The affiliation is subject to the University’s policies and procedures. Appointments are usually restricted to academic levels D and E and made for a fixed term of up to three years (renewable).

1.2. A distinguished visiting fellow or a visiting fellow (policy) is the one whose status is awarded by the School’s Director.

1.3. A visiting fellow (research) is the one whose status is awarded by the School’s Research Director on the recommendation of a faculty member of the School, after consulting the Deputy Director of the School.

1.4. A visiting fellow (teaching) is the one whose status is awarded by the School’s Deputy Director on the recommendation of the appropriate Program Director of the School.

1.5. A visiting fellow (short-term) is the one whose status is awarded by the School’s Research Director.

1.6. A research associate is the one, whether a member of The Australian National University or not, who wishes to contribute to the activities of an organized research unit (ORU) of the Crawford School and whom the ORU would wish to have associated with it in achieving the purposes for which it was established. The expectation, condition and application process are defined in a separate policy document.

2. Period of initial appointment of affiliation

2.1. A visiting fellow (research) can be affiliated with the School for a minimum of three months and up to one year.

2.2. A visiting fellow (teaching) can be affiliated with the School for a minimum of one month and up to two years.
2.3. A visiting fellow (short-term) can be affiliated with the School for a minimum of one month and up to three months.

3. Expectations

3.1. An adjunct academic, a distinguished visiting fellow, or a visiting fellow (policy) is expected to make a significant contribution to the School’s research, education, and/or outreach programs.

3.2. A visiting fellow (research) should actively engage with the research activities of the School. He/she should make a presentation in a school seminar and submit a research report at the end of each calendar year and at the end of the affiliation period. The report should list a list of activities with a short abstract for each and attach draft and/or completed research papers.

3.3. A visiting fellow (teaching) should actively engage in educational activities of the School. He/she should normally teach at least one course (30 contact hours) in each semester during the period of affiliation.

3.4. A visiting fellow (short-term) should actively engage with the activities of the School (e.g., participate in a research project with faculty members and/or PhD students, deliver guest lectures, attend workshops, etc.)

3.5. An adjunct academic, a distinguished visiting fellow, and a visiting fellow (policy, research, teaching, or short-term) should acknowledge school affiliation in any academic publications produced as a result of their affiliation, and report these publications to the Research Director promptly. If they wish to acknowledge school affiliation for non-academic publications, such as opinion pieces in newspapers, and for their consultancy work, they should obtain a prior consent from the Research Director.

4. Application process

4.1. An application for a visiting fellow (research, teaching, or short-term) should include an application form, a curriculum vita, and a short description of proposed research and/or teaching activities during the period of affiliation.

4.2. An applicant for a visiting fellow (research or short-term) should submit the application to the Research Director not later than three months prior to the first day of the proposed period.

4.3. An applicant for a visiting fellow (teaching) should submit the application to the appropriate Program Director, who recommends a decision for casual employment.
4.4. An application for a visiting fellow (short-term) is reviewed by the Research Director, in consultation with other members of the Research Committee, and a decision is made within one month of receiving the application. All other applications are reviewed quarterly. The Research Director forms a sub-committee within the Research Committee in March, June, September, and December to review applications.

5. Extended period of affiliation

5.1. The application for an extension of a visiting fellow (research, teaching, or short-term) status should include an application form, a statement of performance during the period of affiliation, and reason for the application of extension.

5.2. A visiting fellow (research or short-term) who seeks an extension should submit the application to the Research Director of the School no later than one month before the end of the initial proposed period of affiliation. The Research Director forms a sub-committee within the Research Committee to review applications and makes a decision as soon as receiving an application.

5.3. A visiting fellow (teaching) who seeks an extension should submit the application to the appropriate Program Director, who recommends a decision as soon as receiving an application.

5.4. A visiting fellow (research, teaching, or short-term) can extend the period of affiliation for no more than the minimum period of initial appointment (Clause 2). Those who seek an extension for more than the minimum period of initial appointment should submit a new application (Clause 4).

6. Available resources

6.1. It is important to emphasize that the access to resources (office, desk, computer, email address, library resources, etc.) is not attached to the type of academic affiliation but to relevant tasks.

6.2. The request for the access to resources should be included in the initial application. Later modifications are subject to the approval of the Research Director. All requests are considered on a case-by-case basis, after consulting with the Finance and Planning Director of the School.

6.3. Under the existing University policy, all visitors may apply for a car-parking permit (at own cost), provided that he/she work within the School for a minimum of 20 hours per fortnight.
7. Transitional Arrangements

7.1. This policy becomes effective as of 17 February 2010. The revision was approved by the Research Committee on 22 September 2010.

7.2. Under transitional arrangements, all existing and new visiting fellows, who have been affiliated or will be affiliated with RMAP or the Arndt-Corden Division of Economics, are not bound by this policy.

7.3. All the other existing visiting fellows, who are currently affiliated with the School, are bound by this policy as of 1 March 2010. Unless otherwise specified or agreed to, their period of affiliation ends on 28 February 2010. Those who intend to continue their affiliation should submit an application for extension (Clause 5).