

## Curtin University Fellow Procedures

### 1. POLICY SUPPORTED

[Honorary Awards Policy](#)

### 2. PROCEDURAL DETAILS

#### 2.1 Nominations for Curtin University Fellow

2.1.1 Calls for nominations for a Curtin University Fellow will be made by the Secretariat on a biannual basis, timed so that a Council resolution to make an award of Curtin University Fellow may be made in time to allow presentation at the next relevant round of graduation ceremonies.

2.1.2 Council members and staff of the University may provide nominations for a Curtin University Fellow:

- a) Nominations made by a member of Council, the Vice-Chancellor or an Executive Manager may be submitted directly to the Secretariat;
- b) Nominations made by other members of staff must be submitted to the Secretariat through their Executive Manager.

2.1.3 Nominations will be submitted using the relevant nomination form.

#### 2.2 Initial review and shortlisting of nominations

2.2.1 The Secretariat:

- a) is responsible for the initial review of nominations to ensure:
  - i) all relevant criteria has been addressed; and
  - ii) all supporting documentation had been provided.
- b) will forward completed nominations to the Honorary Awards and Appointments Committee (HAAC) for consideration and shortlisting.

2.2.2 The HAAC will:

- a) assess nominees against award criteria;
- b) obtain and consider additional information from the nominator, other persons or the Planning and Management Committee, if deemed necessary;
- c) ensure due diligence process processes have been undertaken.
- d) consider whether a nominee would be better suited for an award other than the one for which they have been nominated; and;
- e) provide a report on the recommended nominees to the Executive Committee of Council.

#### 2.3 Council deliberation and resolution processes

2.3.1 The Executive Committee will consider the report of the HAAC.

2.3.2 To assist in its deliberations, the Executive Committee may obtain and consider additional information it considers necessary.

2.3.3 The Executive Committee will provide a report to Council on the recommended nominees and the Committee's deliberations.

2.3.4 Council will consider the report of the Executive Committee and confer any Curtin University Fellow it wishes to award, provisional upon confirmation of the willingness of the nominee to accept the award.

#### 2.4 Notification of decision

2.4.1 The Vice-Chancellor will write to the successful nominee(s) advising of Council's decision and will invite the recipient to accept the award offered.

2.4.2 Where the nominee is willing to accept the award offered, the award will be:

- a) conferred in accordance with relevant University policies and procedures; and

b) presented according to the procedures set out in section 2.5 below.

2.4.3 Where the nominee is not willing to accept the award offered, or has not communicated their willingness or otherwise within six months of being advised of the offer, the offer of the award will be deemed to have lapsed.

2.4.4 Where a nomination is unsuccessful, the Vice-Chancellor will advise the nominator, in confidence, of the outcome.

## **2.5 Presentation of Curtin University Fellow**

2.5.1 Curtin University Fellows will normally be presented with a Fellowship Certificate at a relevant Graduation Ceremony.

2.5.2 In exceptional circumstances and at the discretion of the Vice-Chancellor, the Fellowship Certificate may be presented at another appropriate University event.

2.5.3 In exceptional circumstances and at the discretion of the Vice-Chancellor, presentation may be conducted in absentia where the nominee has accepted the University's offer of the award but has since become incapacitated or is otherwise prevented from attending a presentation event.

2.5.4 In circumstances in which Council has resolved to approve an award and the nominee has accepted the offer but has since died, a Curtin University Fellow award may be presented posthumously.

2.5.5 When deemed appropriate by the Vice-Chancellor, reasonable travel and accommodation costs for the recipient and one other person to attend the Graduation Ceremony or event at which the award is to be presented will be met by the University.

2.5.6 The Office of Corporate Relations will:

- a) coordinate all public relations and media services in relation to the conferral of a Curtin University Fellow
- b) maintain a list of the recipients of Curtin University Fellows; and
- c) manage the University's ongoing relationship with the recipient of a Curtin University Fellow.

## **2.6 Duration of Curtin University Fellow**

2.6.1 The Curtin University Fellow will normally be conferred in perpetuity.

## **2.7 Regalia**

2.7.1 The regalia for Curtin University Fellows is described in the relevant University policy and procedures.

## **2.8 Benefits, entitlements and expectations**

2.8.1 Recipients of the Curtin University Fellow are entitled to use the post-nominal in all situations and for all correspondence and cite the official award abbreviation (CF) after their name.

2.8.2 Curtin University Fellows will be invited to significant University occasions as appropriate.

2.8.3 A Curtin University Fellow is expected to:

- a) uphold the good name of the University;
- b) be a mentor to students and/or staff of the University as appropriate; and
- c) take part in leadership seminars, where relevant.

## **3. RESPONSIBILITIES**

There are no additional responsibilities other than those set out under section 2.8.

## **4. SCOPE OF PROCEDURES**

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons

participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor).

## 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*Nil*

## 6. SCHEDULES

*Nil*

## 7. RELATED DOCUMENTS/LINKS

[Awards and Graduations Manual](#)

[Nomination Form](#)

|                                  |   |
|----------------------------------|---|
| <b>Policy Compliance Officer</b> | <a href="#">Leanne Haggart</a> , Committee Services Officer   Secretariat |
| <b>Policy Manager</b>            | Council Secretary   |
| <b>Approval Authority</b>        | Honorary Awards and Appointments Committee                                |
| <b>Review Date</b>               | 1 <sup>st</sup> April 2020  |

## REVISION HISTORY

| Version | Approved/<br>Amended/<br>Rescinded | Date       | Committee / Board /<br>Executive Manager | Approval /<br>Resolution<br>Number | Key Changes and Notes   |
|---------|------------------------------------|------------|--|------------------------------------|---|
| New     | Approved                           | 11/12/2013 | Council                                  | C 206/13                           | Attachment 3 to Confidential Document No 01236/13, effective 1 January 2014 |
|         | Administratively Updated           | 06/10/2015 | Director, Legal and Compliance Services  | EC 76/15                           | Executive Manager Title Changes   |
|         | Approved                           | 07/12/2016 | Council                                  | C 188/16                           | Attachment C to Item 8.1.4  |