



Award of the titles of 'Emeritus Professor' and 'John Curtin Distinguished Emeritus Professor' Procedures

1. POLICY SUPPORTED

[Honorary Awards Policy](#)

2. PROCEDURAL DETAILS

2.1 Nominations for the titles of 'Emeritus Professor' and 'John Curtin Distinguished Emeritus Professor'

- 2.1.1 A call for nominations for these titles will normally be made by the Secretariat on a biannual basis.
- 2.1.2 Only the Vice-Chancellor and Executive Managers may nominate candidates for these titles.
- 2.1.3 Nominations will be submitted using the relevant nomination form. Nominations may include an application for funding to support continued high levels of research activity.

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 is addressed; and
 - ii) all supporting documentation has 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 the 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 processes have been undertaken;
 - d) consider whether a nominee would be better suited to an award other than the one for which they have been nominated;
 - 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 titles it wishes to 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 title.
- 2.4.2 Where a nomination is unsuccessful, the Vice-Chancellor will advise the nominator of the outcome.

2.5 Event in celebration of the award

- 2.5.1 The awarding of the titles 'Emeritus Professor' and 'John Curtin Distinguished Emeritus Professor' will be celebrated at an appropriate event as determined by the Vice-Chancellor and managed by the Office of Corporate Relations.
- 2.5.2 The Office of Corporate Relations will:
 - a) coordinate all public relations and media services in relation to the award of the titles;
 - b) maintain a list of the recipients of the titles; and
 - c) manage the University's ongoing relationship with the recipient of the titles.

2.6 Duration and suspension of the titles

- 2.6.1 The titles 'Emeritus Professor' and 'John Curtin Distinguished Emeritus Professor' will normally be awarded for life.
- 2.6.2 The use of the titles 'Emeritus Professor' and 'John Curtin Distinguished Emeritus Professor' will be suspended for any recipient who returns to employment at the University, but will be reinstated if they subsequently retire or resign.
- 2.6.3 The titles 'Emeritus Professor' and 'John Curtin Distinguished Emeritus Professor' may not be held concurrently with that of Adjunct Professor.

2.7 Benefits and entitlements of recipients

- 2.7.1 A person who has been awarded the title of 'Emeritus Professor' or 'John Curtin Distinguished Emeritus Professor' is entitled to use that title in all situations and for all correspondence, from the date of retirement or the date the award of the title was approved by Council, whichever is the latter.
- 2.7.2 The title does not confer any entitlements or place any obligations upon the holder, beyond the usage of the title itself.
- 2.7.3 An 'Emeritus Professor' or 'John Curtin Distinguished Emeritus Professor':
 - a) is not an employee of the University;
 - b) receives no remuneration from the University; and
 - c) is not obliged to undertake any of the responsibilities of a Professor in the University.
- 2.7.4 A person who holds one of these titles will be invited to appropriate University events.
- 2.7.5 'Emeritus Professors' and 'John Curtin Distinguished Emeritus Professors' who wish to continue high levels of research activity may apply in writing to the relevant Pro Vice-Chancellor for funding to support the activity.
 - 2.7.5.1 To qualify as having a high level of research activity, the nominee should be involved in a combination of, for example:
 - a) participation on Boards and Committees of Cooperative Research Centres and other national research bodies that involve Curtin;
 - b) coordinating large research projects that attract research income and students to Curtin;
 - c) continued publication in internationally recognised peer reviewed journals; or
 - d) supervision of higher degree research students, as a co-supervisor or associate supervisor.
 - 2.7.5.2 The application will include:
 - a) a description of the project(s) to be supported
 - b) a statement justifying the claim;
 - c) a budget in support of the requested funds; and
 - d) a demonstration of support from the relevant Head of School/Department or Dean, Research.
- 2.7.6 The relevant Pro Vice-Chancellor will be guided by the following considerations when considering requests for funding support:

- a) provision of research support will be made on a case-by-case basis, and subject to annual review, with no expectation of continuation;
- b) the level of support would not normally exceed \$10,000 in any one year; and
- c) the use of funds is specifically to support defined research projects, and can be utilised for associated travel, research assistance and technical support.

2.7.7 In exceptional circumstances 'Emeritus Professors' and 'John Curtin Distinguished Emeritus Professors' who wish to continue high levels of research activity may apply in writing to Deputy Vice-Chancellor, Research for funding to support the activity, usually in circumstances where the 'Emeritus Professor' or 'John Curtin Distinguished Emeritus Professor' are not aligned to a Faculty or Research Centre. The application is to be submitted in accordance with the requirements outlined in section 2.7.5 and 2.7.6.

2.7.8 'Emeritus Professors' and 'John Curtin Distinguished Emeritus Professors' who have received funding for research support under this section will provide a brief report (approximately three pages) to the relevant Pro Vice-Chancellor or the Deputy Vice-Chancellor, Research as appropriate, within 13 months of receipt of the funding. The report will describe the research activity, outcomes and impact of the research, progress on the project and acquittal of the research support.

2.7.9 The University will maintain the required workers' compensation and public liability insurance in accordance with its obligations under the relevant legislation in relation to 'Emeritus Professors' and 'John Curtin Distinguished Emeritus Professors' performing professional services under the auspices of the University

3. RESPONSIBILITIES

There are no additional responsibilities other than those set out under section 2.

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 Definition](#). Any defined terms below are specific to this document)

Nil

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Appointment of Visiting or Adjunct Staff Procedures](#)

[Nomination Form](#)

Policy Compliance Officer	Leanne Haggart , Committee Services Officer Secretariat
Policy Manager	Provost
Approval Authority	Honorary Awards and Appointments Committee
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	11/12/2013	Council	C 206/13	Attachment 5 to Confidential Document No 01236/13, effective 1 January 2014
	Administratively Updated	04/03/2014	Director, Legal and Compliance Services		Title change from Deputy Vice-Chancellor, Academic to Provost and Senior Deputy Vice-Chancellor
	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	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 D to Item 8.1.4