

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

1. POLICY SUPPORTED

[Honorary Awards Policy](#)

2. PROCEDURAL DETAILS

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

- 2.1.1 A call for nominations for these titles will be made by the Secretariat once a year.
- 2.1.2 A call for nominations for renewals of these titles for consecutive periods will be made once a year, in the year prior to the current award period ceasing.
- 2.1.3 Only the Vice-Chancellor and Executive Managers may nominate candidates for these titles.
- 2.1.4 Nominations will be submitted using the relevant nomination form.
- 2.1.5 Where a nomination for either of these titles is made by a Pro Vice-Chancellor:
 - a) the nominee must be associated with that Pro Vice-Chancellor's Faculty; and
 - b) the Pro Vice-Chancellor will:
 - i) convene a small Faculty group which is to include the Pro Vice-Chancellor, Dean, Research and Development (or equivalent) and one Head of School (or equivalent) to select the best possible candidate(s) from that Faculty; and
 - ii) provide a written assurance that they consider that the nominee(s) is the best candidate from the relevant Faculty for that specific title.

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 has been provided.
 - b) 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 for new nominations of the titles; and/or
 - f) recommend that the Vice-Chancellor approve the renewal of a title for a consecutive period.

2.3 Council deliberation and resolution processes

- 2.3.1 The Executive Committee will consider the report of 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 'John Curtin Distinguished Professor' and 'John Curtin Distinguished Visiting 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) maintains 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 title 'John Curtin Distinguished Professor' will normally be awarded for five years, or until the retirement or resignation of the Professor from the University, whichever comes first. The title may be awarded for consecutive periods.
- 2.6.2 The title 'John Curtin Distinguished Visiting Professor' will normally be awarded for five years or until the appointment to the University as Visiting Professor concludes. The title may be awarded for consecutive periods.

2.7 Benefits and entitlements of recipients

- 2.7.1 A person who has been awarded the title of 'John Curtin Distinguished Professor' or 'John Curtin Distinguished Visiting Professor' is entitled to use that title in all situations, and for all correspondence.
- 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 A person who holds any of these titles will be invited to appropriate University events.
- 2.7.4 There is normally no additional remuneration payable in respect of a John Curtin Distinguished Professor; however, the Vice-Chancellor may approve additional remuneration following a recommendation by the relevant Pro Vice-Chancellor
- 2.7.5 Benefits and entitlements for a John Curtin Distinguished Visiting Professor are in accordance with the University's *Appointment of Visiting or Adjunct Staff Procedures*.

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

Nil

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS

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

[Nomination Form](#)

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| 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 6 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 E to Item 8.1.4 |