



## 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 Nominations are encouraged for individuals from diverse backgrounds, in support of gender equity and diversity.
- 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.

#### 2.2 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 are 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 Senior Executive Team, 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; 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 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.

- 2.4.3 Although the term 'Emeritus' is used in the *Honorary Awards Policy* and these procedures and in notification and conferral of the award, the recipient may choose to use the title 'Emeritus' or 'Emerita'.

## **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 recipients of the titles.

## **2.6 Benefits and Entitlements of recipients**

- 2.6.1 The titles 'Emeritus Professor' and 'John Curtin Distinguished Emeritus Professor' will normally be awarded for life. 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.
- 2.6.2 An 'Emeritus Professor' or 'John Curtin Distinguished Emeritus Professor' is not an employee of the University. The titles 'Emeritus Professor' and 'John Curtin Distinguished Emeritus Professor' do not confer any entitlements upon the holder beyond usage of the title itself.
- 2.6.3 An 'Emeritus Professor' or 'John Curtin Distinguished Emeritus Professor' receives no remuneration from the University, except where approved by the relevant Executive Manager under clause 2.6.5.
- 2.6.4 The relevant Executive Manager may specify and authorise additional privileges on the holders of the titles such as:
- a) use of office space;
  - b) access to ICT resources, including an email account;
  - c) supervision of higher degree research students;
  - d) the ability to submit research grant applications (for eligible external schemes) via the University;
  - e) membership of an Advisory Council; and
  - f) access to the Library, laboratories and research facilities.
- 2.6.5 Any additional privileges will be detailed in a written agreement between the Executive Manager and the 'Emeritus Professor' or 'John Curtin Distinguished Emeritus Professor', and will be reviewed every 3 years.
- 2.6.6 The University will maintain the required worker's 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.

## **2.7 Obligations of recipients**

- 2.7.1 An 'Emeritus Professor' or 'John Curtin Distinguished Emeritus Professor' must adhere to the Curtin University Code of Conduct.

## **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](#)

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<b>Policy Manager</b>	Provost
<b>Approval Authority</b>	Honorary Awards and Appointments Committee
<b>Review Date</b>	1 <sup>st</sup> April 2025

## 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
	Approved	08/11/2021	Honorary Awards and Appointments Committee	HAAC 26/21	Effective 1 January 2022