

# Emeritus Professor Award Procedure

*Policy Code: CG1676*

## Table of Contents

Purpose .....	1
Scope .....	1
Definitions .....	1
Actions .....	2
Responsibility .....	3
Implementation .....	3
Forms/Record Keeping .....	4
Policy Base .....	4
Associated Documents .....	4

## Purpose

To outline the procedure for the awarding of Emeritus Professor status to a former Professor of the University who has shown distinguished service to the University.

To outline the procedure for the awarding of Emeritus Chancellor status to a former Chancellor of the University who has shown distinguished service to the University.

## Scope

This procedure applies to Emeritus Professors and Emeritus Chancellors of the University awarded by the University Council.

## Definitions

<b>Emeritus Professor:</b>	<p>Emeritus status awarded by Council through an absolute majority vote of its members to a former Professor of the University who has:</p> <ul style="list-style-type: none"><li>a. served as a Professor of the University for at least five (5) years with a sustained commitment to the University during this period; and</li><li>b. shown distinguished service to the University either through scholarly excellence in a specific field of study; or brought academic distinction to the University through the general development of a specific field of study nationally and/or internationally; or by contribution to the overall development of the University.</li></ul>
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Authorised by: Council | Original Issue: 19/07/2011 | Current Version: 05/06/2014 | Review Date: 17/07/2017 | Policy Code: CG1676  
CRICOS Provider Number: 00103D

<b>Emeritus Chancellor:</b>	<p>Emeritus status awarded by Council through an absolute majority vote of its members to a former Chancellor of the University who has:</p> <ul style="list-style-type: none"><li>a. served as a Chancellor of the University for at least five (5) years with a sustained commitment to the University during this period; and</li><li>b. shown highly distinguished service to the University and contribution to the overall development of the University; and</li><li>c. is still living.</li></ul>
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## Actions

The principles of merit selection and equal employment opportunity as per the University's [Recruitment and Merit Selection Policy](#) are applicable when recommending Emeritus Professor and Emeritus Chancellor awards.

### Recommendation for Emeritus Professor Award:

Members of Council or members of the University Professoriate may nominate a person for the award of Emeritus Professor status. Nominations will be received by the Secretary to Council at any time.

The nomination must consist of:

- a summary statement addressing the criteria (see above under 'Definitions') for the awarding of Emeritus Professor status;
- a detailed Curriculum Vitae (including contact details) of the nominee.

### Recommendation for Emeritus Chancellor Award:

Members of Council may nominate a person for the award of Emeritus Chancellor status. Nominations will be received by the Vice-Chancellor.

The nomination must consist of -

A summary statement addressing the criteria (see above under 'Definitions') for the awarding of Emeritus Chancellor status including:

- Length of service as Chancellor;
- Achievements on behalf of the University whilst Chancellor;
- Standing and reputation in the community;
- Contribution to University life in general; and
- Contribution to national public life.

A detailed Curriculum Vitae of the nominee.

### Approval of Emeritus Professor recommendation:

The Secretary to Council will forward any nominations to the Vice-Chancellor.

The Vice-Chancellor will present nominations to the Council Executive Committee on a confidential basis.

The Council Executive Committee will assess the nomination against the criteria and, in doing so, may seek further information on a confidential basis from persons at the University or elsewhere. Those nominations assessed by Council Executive Committee as meeting the criteria will be recommended by Council Executive Committee to the University Council for approval.

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The University Council will vote on a nomination and award Emeritus Professor status to a nominee only where an absolute majority of its members votes in favour of the award.

### **Approval of Emeritus Chancellor recommendation:**

The Vice-Chancellor will forward the nomination to the Appointments Committee, where the Appointments Committee has been convened to identify nominations for a new Chancellor. In other circumstances the Vice-Chancellor will forward the nomination to the Council Executive Committee.

The Appointments Committee or the Council Executive Committee (as appropriate) will assess the nomination against the criteria and, in doing so, may seek further information on a confidential basis from persons at the University or elsewhere. Those nominations assessed as meeting the criteria will be recommended by Appointments Committee or the Council Executive Committee to the University Council for approval.

The University Council will vote on a nomination and award Emeritus Chancellor status to a nominee only where an absolute majority of its members votes in favour of the award.

### **Confirmation of award:**

All awards will be confirmed through a letter issued by Human Resources on behalf of the University Council and must be accepted by the Emeritus Professor or Emeritus Chancellor in writing

## Responsibility

The Secretary to Council is responsible for forwarding all nominations to the Vice-Chancellor.

The Vice-Chancellor is responsible for presenting nominations to the Council Executive Committee on a confidential basis.

Council Executive Committee and Appointments Committee are responsible for assessing a nomination against the relevant criteria.

The University Council has the responsibility for the awarding of Emeritus Professor or Emeritus Chancellor status.

Human Resources has the responsibility for the preparation of necessary documentation to formalise an award.

The Vice-Chancellor or the Vice-Chancellor's nominee is responsible for the review and implementation of this policy.

## Implementation

The Emeritus Award Procedure will be implemented throughout the University via:

1. an Announcement Notice under 'FedNews' on the 'FedNews' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure;
2. inclusion on the University's online Policy Library; and
3. notification forwarded to Senior Deputy Vice-Chancellors, Deputy Vice-Chancellors and all Deans and Heads of Department.
4. Council minutes distributed and published.

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## Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
<i>Letter confirming award of Emeritus Professor or Emeritus Chancellor status and acceptance of award by nominee</i>	Human Resources	Director, Human Resources	In accordance with Public Records

## Policy Base

Emeritus Award Policy.

## Associated Documents

University of Ballarat Act 2010.

Statute 3.6 – The Professoriate and Visiting and Adjunct Staff.