Purpose
An Emeritus Professor Robert HT Smith Professor and Personal Chair appointment will be by invitation only and made to research distinguished members of the University's Professoriate (i.e. full Professors) who are full-time employees of the University. The purpose of an Emeritus Professor Robert HT Smith Professor and Personal Chair is to recognise the research achievements and excellence of a Professor and, accordingly, to provide an opportunity for the holder of a Personal Chair to be devoted full-time to research and publication for the period they hold a Personal Chair.

The University recognises that a Personal Chair is extremely prestigious and accords a high level of recognition on an individual staff member.

Scope
This policy applies to the selection and appointment, by invitation, of an Emeritus Professor Robert HT Smith Professor and Personal Chair from amongst the University’s Professoriate.

Definitions

<table>
<thead>
<tr>
<th><strong>Letter of Invitation to Personal Chair:</strong></th>
<th>A letter offering the appointee a Personal Chair at the University which also outlines the title, conditions and term of appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professoriate:</strong></td>
<td>A member of staff of the University appointed as per Statute 3.6 - the Professoriate and Visiting and Adjunct staff</td>
</tr>
</tbody>
</table>

Policy Statement
Nomination

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.
Nominations for a Personal Chair may be made by either:

• a Dean of a School and/or Deputy Vice-Chancellor, or
• The Vice-Chancellor.

Formal nominations are to include a statement indicating the reasons for supporting the nomination. In addition, a brief curriculum vitae of the nominee, including evidence of distinction and international standing in scholarship and/or research, is to be provided.

The title of Emeritus Professor Robert HT Smith Professor and Personal Chair is awarded by invitation only and no application is required nor will be applications be considered.

**Personal Chair Committee**

The Vice-Chancellor will convene an Emeritus Professor Robert HT Smith Professor and Personal Chair Committee (the Committee) to consider nominations for appointment. The Committee will be established with the following membership:

• Deputy Vice-Chancellor (Research) [as Chair]
• Deputy Vice-Chancellor (Schools and Programs)
• Deputy Vice-Chancellor (Learning and Quality)
• Director, Human Resources
• the Dean of the relevant School in which the nominee is currently a staff member.

Prior to the assembly of the Committee, the Committee Chair will consult with the Professor for whom nomination to an Emeritus Professor Robert HT Smith Professor and Personal Chair is being considered and will seek consent from the person to have the nomination progressed.

The Committee will consider whether, having regard to the nomination material submitted, that a prima facie case has been made for appointment to an Emeritus Professor Robert HT Smith Professor and Personal Chair. The Committee may consult external experts of high standing in the nominee's discipline, if and where desired.

**Personal Chair Committee recommendation**

If the Committee adjudges that a nomination is to be progressed, it will then make a recommendation to the Vice-Chancellor, in writing, outlining the terms and conditions of the appointment.

The Committee may make recommendations including the provision of assistance and resources to be made available towards the research activities of the nominee, as well as the length of appointment to a Personal Chair (this would normally be for three (3) years and only whilst the Professor remains an employee of the University).

**Approval by the Vice-Chancellor**

The Vice-Chancellor will consider the recommendation made by the Committee and, if the recommendation is approved by the Vice-Chancellor, the nominee will be invited to accept an offer of an Emeritus Professor Robert HT Smith Professor and Personal Chair. If accepted, the Vice-Chancellor will send advice to the University Council, at its next regular meeting, noting the appointment of an Emeritus Professor Robert HT Smith Professor and Personal Chair.

**Responsibility**

The Vice Chancellor is ultimately responsible for the implementation of the policy and procedure.
The Deputy Vice-Chancellor (Research), as Chair of the Committee, is responsible for ensuring both the policy and procedure for the appointment is consistently implemented.

Supporting Documents

Promulgation

The Emeritus Professor Robert HT Smith Professor and Personal Chair Policy will be communicated throughout the University via:

1. an Announcement Notice under ‘FedNews’ website and through the University Policy - ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Policy;
2. inclusion on the University’s online Policy Library; and/or
3. distribution of e-mails to Head of School / Head of Department / University staff; and/or
4. documentation distribution, eg. posters, brochures.

Implementation

The Emeritus Professor Robert HT Smith Professor and Personal Chair Policy will be implemented throughout the University via:

1. information Sessions; and/or
2. training Sessions.

Forms/Record Keeping

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of appointment to Personal Chair</td>
<td>Human Resources File</td>
<td>Director, Human Resources</td>
<td>7 years after contract has expired</td>
</tr>
</tbody>
</table>