

# **Emeritus Professor Appointments Procedure**

## **Section 1 - Overview**

(1) These procedures govern nominations of a Professor of the University of New England who is retiring or resigning, for the conferral of the title of Emeritus Professor. They provide guidance to those intent on nominating a recipient for the honour and will be enforced by the University Secretariat when processing such a nomination.

## **Section 2 - Scope**

(2) These procedures apply to nominations under the Council Rule for Emeritus Professor Appointments, and any associated documentation.

## **Section 3 - Procedures**

(3) Correspondence and discussions regarding the nomination are to be kept confidential at all times. Canvassing, petitioning or contact with a nominee to solicit public or private support for a nomination will render that nomination invalid.

(4) A complete nomination for the conferral of the title of Emeritus Professor includes:

- a. A case for the nomination signed by at least three Professors of the University, one of whom may be an Emeritus Professor of the University, or, alternatively, by the Vice-Chancellor;
- b. A supporting statement from the Head of the relevant School/Research Centre/Faculty, signed by that Head;
- c. A clear statement of the nominee's employment history supplied by the Director HRS.
- d. A brief Curriculum Vitae of the nominee detailing significant achievements.
- e. A completed UNE Council and Committee report page as cover sheet.

(5) The nomination will be considered by the Honorary Degrees, Titles and Tributes Committee at the next available meeting, and if supported by a majority at that meeting will be presented to Council.

(6) If the appointment is approved by the University Council, the University Secretariat will notify the Director, Human Resource Services and then the Director, Human Resource Services will notify the appointee, the nominators, the relevant Pro Vice-Chancellor and Dean, the relevant Head of School, the Directors of relevant Central Services areas (ie. Human Resource Services, Information Technology Directorate and the University Library) and direct those areas to take the necessary steps to operationalise the appointment.

(7) Upon the nominee's retirement or resignation from the University, the title will be conferred and all relevant University systems will be updated to show this fact. The Emeritus Professor will continue to have access to the University's Information Technology and Library services.

(8) Use of office space and facilities by the Emeritus Professor will be:

- a. Negotiated with and determined by the relevant Head of School; and

b. Subject to the University's policies and procedures, reviewed from time to time.

(9) The contributions of Emeritus Professors to research and teaching will be formally recognised and recorded within the relevant University data system.

## **Section 4 - Definitions**

(10) Director HRS means the Director of Human Resource Services or his/her delegate.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	27th July 2015
<b>Review Date</b>	6th December 2018
<b>Approval Authority</b>	Honorary Degrees Titles and Tributes Committee
<b>Approval Date</b>	6th December 2013
<b>Expiry Date</b>	1st June 2016
<b>Unit Head</b>	Kate McNarn Director Governance and University Secretary
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