

# Honorary Titles and Awards Rule

## Section 1 - Overview

(1) The University of New England's (UNE's) teaching, research and associated academic endeavours are enriched by its relationships with former staff, with members of its alumni, as well as its wider academic and locational community, and with individuals of distinction who by their achievements in their field have enhanced and strengthened the University's reputation nationally and internationally. This Rule provides for the award of honorary titles and awards to acknowledge those connections and their contributions, and outlines the privileges that are attributed to the awards of honorary titles of the University.

(2) This Rule must be read in conjunction with the associated protocols for appointment and nomination to the relevant honorary title or award.

(3) Summary tables to provide an overview of approving officers and committees for the honorary titles and awards below are attached as [Table 1](#) and [Table 2](#) to this Rule, respectively.

## Section 2 - Scope

(4) This Rule applies to all UNE Representatives, affiliates and to former UNE staff, as well as to individuals from outside the University who meet the criteria for the respective award.

(5) The list of titles below, represent those that may be awarded on an honorary basis, and which reflect an individual's academic or equivalent professional standing at UNE:

- a. Emeritus Professor;
- b. Distinguished Professor;
- c. Adjunct titles:
  - i. Adjunct Associate Lecturer;
  - ii. Adjunct Lecturer;
  - iii. Adjunct Senior Lecturer;
  - iv. Adjunct Associate Professor;
  - v. Adjunct Professor; and
  - vi. Adjunct Research Fellow (Academic Levels A to C).
- d. Clinical titles (Academic levels D and E);
- e. Honorary Associates;
- f. Visiting titles:
  - i. Visiting — Academic;
  - ii. Visiting — Professional; and
  - iii. Visiting — Occupational Trainee.

(6) The list of awards below, represent those that may be bestowed upon members of the University community for their academic eminence or distinguished service to UNE:

- a. Honorary Doctorate:
  - i. Doctor of Letters or Doctor of Science (honoris causa).
- b. Distinguished Fellow:
  - i. Fellow of the University of New England; and
  - ii. Distinguished Graduate Fellow of the University.
- c. Distinguished Alumni:
  - i. Distinguished Alumni Award; and
  - ii. Young Distinguished Alumni Award.
- d. Vice-Chancellor and Chief Executive Officer's Service Awards:
  - i. Vice-Chancellor and Chief Executive Officer's Award for Service (Professional Staff);
  - ii. Vice-Chancellor and Chief Executive Officer's Award for Excellence in Teaching (Academic Staff); and
  - iii. Vice-Chancellor and Chief Executive Officer's Award for Research Achievement (Academic Staff).
- e. Distinguished Service Medal (Professional Staff).

## Section 3 - Rule

### Titles and Awards Approved by UNE Council

#### Emeritus Professor

(7) The title of Emeritus Professor may be conferred upon a retiring Professor of the University in recognition of his or her distinguished service to their discipline over the duration of their period of employment at UNE. Nominations are called twice annually by the Office of the Chief Legal and Governance Officer, in accordance with the [Honorary Titles and Awards Procedure](#) associated with this Rule.

(8) The following applies:

- a. Unless the circumstances are exceptional, the title of Emeritus Professor will only be awarded to Professors who are retiring members of the University's staff;
- b. The award of an Emeritus Professorship is in recognition of a strong track record of sustained excellence in past service, rather than in anticipation of any future service an Emeritus Professor will provide;
- c. Nominations:
  - i. Any person nominated for the award of the title of Emeritus Professor shall not be consulted beforehand, and all persons concerned shall treat all deliberations, investigations and recommendations relating to the nomination as strictly confidential until a decision is finalised;
  - ii. Nominations for the award of Emeritus Professor will be considered for individuals who have received their title of Professor via their appointment or promotion to an academic position at Level E, or via their appointment to a role that carries with it the title of Professor and duties of Head of School, Pro Vice-Chancellor, Deputy Vice-Chancellor, Provost and Deputy Vice-Chancellor, or Vice-Chancellor and Chief Executive Officer; and
  - iii. For a nomination to be considered, the duration of appointment to the level of Professor should be at least 10 years or equivalent, including a period of at least five years of service at UNE. This does not include the duration of any previous appointment as an Adjunct Professor (or equivalent). The Honorary Degrees Titles and Tributes Committee may make exceptions to the criteria, where the Honorary Degrees Titles and Tributes Committee considers that a nomination provides compelling grounds for the award notwithstanding that the criteria are not fully met.
- d. Approvals:

- i. Nominations for Emeritus Professor must be supported by the Vice-Chancellor and Chief Executive Officer and recommended to Council via the University's Honorary Degrees Titles and Tributes Committee, in accordance with the procedures for that award.
- e. Conferring of title:
  - i. The title is conferred on the date it is approved by Council, or on the date of the Professor's retirement, whichever is later.
- f. Entitlements:
  - i. An Emeritus Professor may continue to serve the University, as appropriate after their retirement, providing there is agreement by all relevant parties;
  - ii. The title of Emeritus Professor is awarded for lifetime use; and
  - iii. With agreement from the relevant Head of School, an Emeritus Professor will be able to continue to access the University's facilities for research, research supervision, scholarship and teaching.
- g. Rescission of title:
  - i. The Honorary Degrees Titles and Tributes Committee may rescind a title where it is satisfied the titleholder has brought the University or the title into disrepute.

## **Distinguished Professor**

(9) A special professorial title named in honour of a distinguished member or former member of the University Community, will be conferred upon an existing UNE Professor who actively demonstrates the attributes of outstanding academic leadership; and the provision of a significant contribution to the teaching or research of the University and/or their discipline field.

(10) The following applies:

- a. The name of the Distinguished Professorial title will form part of the recommendation and should relate to the discipline field of the nominees;
- b. The awarding of a Distinguished Professorial title and its name is at the discretion of the Council;
- c. Proposals:
  - i. Proposals for a Distinguished Professorship will be considered for an existing UNE Professor whose nomination demonstrates one or more of the following:
    - (Distinguished Professorship Teaching) an outstanding contribution to development of pedagogy; an outstanding record of teaching delivery and outcomes; and who is acknowledged by peers and students as a leader in their discipline field; and/or
    - (Distinguished Professorship Research) an outstanding contribution to the field of research; who demonstrates an outstanding record of publication; and who is acknowledged by their peers as a leader in research in their discipline field.
- d. Approvals:
  - i. Proposals for a Distinguished Professorship are to be provided to the Director Human Resource Services; and
  - ii. Proposals must be supported by the Vice-Chancellor and Chief Executive Officer and either the Pro Vice-Chancellor (Academic Innovation) (teaching titles) or the Deputy Vice-Chancellor Research (research titles) and recommended to Council via the University's Honorary Degrees Titles and Tributes Committee, in accordance with the procedures for that title.
- e. Conferring of title:
  - i. The title would be typically conferred for a period of up to four (4) years, subject to the title holder continuing to hold an appointment at UNE;

- ii. The title is effective from the date it is approved by Council;
  - iii. The Vice-Chancellor and Chief Executive Officer may from time to time determine special benefits, privileges or allowances that may be granted to a Distinguished Professor, and any terms and conditions attaching to those benefits, privileged or allowances.
- f. Rescission of title:
- i. The Honorary Degrees Titles and Tributes Committee may rescind a title where it is satisfied the titleholder has brought the University or the title into disrepute.

## **Honorary Doctorates**

(11) Nominations for Honorary Doctorates, that is, Doctor of Letters (honoris causa) (Hon.DLitt), or Doctor of Science (honoris causa) (Hon.DSc) are called twice annually by the Office of the Chief Legal and Governance Officer in accordance with the procedures associated with this Rule.

(12) The Following applies:

- a. The University confers an Honorary Doctorate to recognise a person who has:
  - i. Made an outstanding contribution to their chosen field, resulting in academic eminence;
  - ii. Given distinguished public service to the University, to the community in Armidale, the New England Region, the state of New South Wales, Australia and/or internationally;
  - iii. Provided service in a particular locality or field of activity, or to a particular group; or
  - iv. Provided service to the University, worthy of particular recognition.
- b. The University will look for a connection between the nominee and the University that is either established or emerging;
- c. A person who meets the criteria for the award above, is eligible to be nominated for the award irrespective of whether the person has had an association with the University, holds a degree and/or is an Australian citizen;
- d. Nominations:
  - i. Any person nominated for the award of the title of Honorary Doctorate shall not be consulted beforehand, and all persons concerned shall treat all deliberations, investigations and recommendations relating to the nomination as strictly confidential until a decision is finalised;
  - ii. Members of Council will not be eligible for the award of an Honorary Doctorate while in office; and
  - iii. At the discretion of the Council and upon the recommendation of the Vice-Chancellor and Chief Executive Officer, the title of the degree of Doctor of Letters (honoris causa) or of Doctor of Science (honoris causa) may have the addition of a disciplinary area added to the citation and testamur.
- e. Posthumous award of an Honorary Doctorate:
  - i. The University may posthumously award an Honorary Doctorate to a person who meets the criteria for the award but who has passed away within the past twelve (12) months, as a gesture of the University's respect for the person's past achievements, contributions and eminence; and
  - ii. In the event of a posthumous award, the next-of-kin may nominate a representative to attend the graduation ceremony, hear the citation read and receive the testamur. The representative shall not wear the academic dress for the award, but may wear any academic dress to which he/she is entitled.
- f. Approvals:
  - i. Nominations for Honorary Doctorates must be supported by the Vice-Chancellor and Chief Executive Officer and recommended to Council via the University's Honorary Degrees Titles and Tributes Committee, in accordance with the procedures for that award.
- g. Conferral:
  - i. Honorary Doctorates are conferred at the appropriate graduation ceremony after selection by Council.

Recipients who are unable to attend are invited to the next series of graduation ceremonies.

h. Entitlements:

- i. A person who has been awarded an Honorary Doctorate is entitled to wear the academic dress laid down for their degree, where it is appropriate; and
- ii. A person awarded an Honorary Doctorate is entitled to use the post-nominal letters associated with their degree, but is not to use the title of 'Doctor' unless they are entitled to do so as a result of their completion of a relevant doctoral academic award.

## **Distinguished Fellow**

(13) Distinguished Fellow awards include Fellow of the University of New England and Distinguished Graduate Fellow of the University of New England.

(14) The following applies:

a. Fellow of the University of New England:

- i. The University awards a Fellowship of the University of New England to recognise a person who has demonstrated outstanding support of the interests and welfare of the University. Nominations will also be able to demonstrate a nominee's:
  - Promotion or facilitation of the academic purposes of the University;
  - Capacity to foster educational opportunities for those with limited prospects of a university education; and
  - Ability to foster links between the University and outside bodies.

b. Distinguished Graduate Fellow of the University:

- i. The University awards a Distinguished Graduate Fellowship of the University to recognise distinguished graduates of the University (including its antecedent institutions) who have a continuing association with the University. Nominations will be also able to demonstrate a nominee's:
  - Outstanding leadership, professional and human qualities;
  - Significant contribution to their profession, business and/or community at local, national and/or international levels; and one or more of the following:
  - Demonstrated support of the interest and welfare of the University;
  - Promotion or facilitation of the academic purposes of the University;
  - Fostering of educational opportunities at UNE for those with limited prospects of a university education; and/or
  - The fostering of links between the University and outside bodies.

c. Nominations:

- i. Any person nominated for the award of the title of Distinguished Fellow of the University or Graduate Fellow of the University shall not be consulted beforehand, and all persons concerned shall treat all deliberations, investigations and recommendations relating to the nomination as strictly confidential until a decision is finalised.

d. Approvals:

- i. Nominations for Distinguished Fellows must be supported by the Vice-Chancellor and Chief Executive Officer and recommended to Council via the University's Honorary Degrees Titles and Tributes Committee, in accordance with the procedures for that award.

e. Conferral:

- i. A Distinguished Fellow award is conferred at the next available graduation ceremony. Recipients may be invited to address the graduation assembly.

## **Distinguished Service Medal**

(15) The Distinguished Service Medal is the highest award offered to professional staff, considered for service that is more exceptional than would be commended for a Vice-Chancellor and Chief Executive Officer's Award, and is similar in status to an Honorary Doctorate awarded to a distinguished member of the University's academic staff.

(16) The following applies:

- a. The University awards its Distinguished Service Medal to recognise a member of the Professional Staff who has:
  - i. made an outstanding commitment to the life of the University by being instrumental in the leadership, development and/or support of a program, project or initiative that has substantially enhanced the reputation, organisation or operation of the University, and typically (but not necessarily) over a significant period of time; and/or
  - ii. displayed an outstanding application of exceptional skills, judgement or dedication in the service of the University at a sustained level above and beyond what is expected of a University staff member, normally over a considerable period of time.
- b. Nominations:
  - i. Nominees for the Distinguished Service Medal may be full-time, part-time, permanent or contract employees of the University. Any periods of broken service shall not disallow a nomination; and
  - ii. There is no limit to the number of Distinguished Service Medals that can be awarded in any one year. The number awarded, however, must not diminish the status of the Medal's eminence.
- c. Posthumous award of a Distinguished Service Medal:
  - i. The University may posthumously award a Distinguished Service Medal to a person who meets the criteria for the award but who has passed away within the past twelve (12) months, as a gesture of the University's respect for the person's past distinguished service; and
  - ii. In the event of a posthumous award, the next-of-kin may nominate a representative to attend the graduation ceremony, hear the citation read and receive the Medal.
- d. Approvals:
  - i. Nominations for Distinguished Service Medals must be supported by the Vice-Chancellor and Chief Executive Officer and recommended to Council via the Honorary Degrees Titles and Tributes Committee, in accordance with the procedures for that award.
- e. Conferral:
  - i. Distinguished Service Medals are conferred at the next available graduation ceremony. The Medal recipient may be invited to address the assembly.

## **Titles and Awards approved by others**

### **Adjunct titles, Clinical titles, Visiting titles and Honorary Associates**

(17) The conferring of an Adjunct, Clinical or Visiting title, or the appointment of an individual as an Honorary Associate of the University, is in recognition of their particular expertise in a field of knowledge and of their agreement to carry out functions that will serve the best interests of the University and its strategic objectives via their research, scholarship, and/or teaching, or via partnerships/consultancies between the University and industry/profession.

(18) The following applies:

- a. The purpose of conferring an Adjunct, Clinical or Visiting title, or the appointment of an individual as an Honorary Associate of the University, is to encourage and infuse expert academic, professional or industry knowledge into core components of the University's academic programs and its courses of study. The following conditions relate to these titles:

- i. The University will confer a title that reflects an individual's academic or equivalent professional standing. Where an appointee is a previous UNE staff member or employed at another institution, the level of the title will be consistent with the level of the previous or current employment;
- ii. An appointment to a title is not to be interpreted as an indication that a substantive appointment at UNE would be made at the same level;
- iii. An appointment to an honorary title described at Clause 17 does not constitute an employer/employee or independent contractor relationship between the individual and the University, nor does it attract remuneration;
- iv. Adjunct, Clinical or Visiting titles are not available to staff or students of the University, except for the title of an Honorary Associate;
- v. Individuals appointed an honorary title as described at Clause 17, will be responsible to the appropriate Head of School for all work carried out in, or on behalf of, the University as a result of their appointment;
- vi. While an appointment to a title places no obligation on the part of the University to provide resources, the relevant Head of School may grant appointees access to University facilities as deemed appropriate;
- vii. Research and consulting activities carried out under the auspices of the University will generally be governed by the same rules as apply to continuing Academic staff. The ownership of intellectual property will be negotiated on a case-by-case basis, with consideration given to the University's Intellectual Property Rule;
- viii. Appointees who by virtue of their association with the University are successful in gaining research funding, shall be required to direct such funds through the University;
- ix. An honorary title described at Clause 17, is not to be used outside University-related business and must be used in any publications or reports arising from the purpose of appointment;
- x. The University's General and Products Liability and Personal Accident insurance policies cover appointees to honorary titles as they undertake their UNE related work;
- xi. Where there has been a break in an appointment to an honorary title for more than three (3) months, renewal will be subject to the process for a new application;
- xii. Where an appointee accepts employment at the University, their appointment to one of the honorary titles described at Clause 17, will cease; and
- xiii. An appointment to an honorary title is restricted to one title per person.

b. Proposals:

- i. Proposals for the conferring of an Adjunct, Clinical or Visiting titles, or for appointment as an Honorary Associate, will be undertaken in accordance with the procedures for this Rule and must be supported in writing, by the relevant Head of School.

c. Date of effect:

- i. Proposals for the appointment of Adjunct, Clinical or Visiting titles, or for appointment as an Honorary Associate, may be requested as either an immediate appointment, or from a specified date no later than twelve (12) months following the application.

d. Rescissions and terminations:

- i. Either party may terminate an appointment, to an honorary title in clause 18 by providing the other party with two (2) weeks written notice.

## **Honorary Awards**

### **Distinguished Alumni**

(19) The following applies:

a. Distinguished Alumni Award:

- i. The University awards a Distinguished Alumni Award to a UNE graduate to recognise that an individual has displayed outstanding leadership, professional and human qualities; and contributes to their profession, business and/or community at local and/or international levels; and
- ii. The presentation of a Distinguished Alumni Award is made at an Alumni event or ceremony.
- b. Young Distinguished Alumni Award:
  - i. The University awards a Young Distinguished Alumni Award to a UNE graduate, aged 30 years or younger in the year of award, who demonstrates outstanding professional achievements and/or community involvement likely to be an inspiration to the next generation of graduates and the community at large; and
  - ii. The presentation of a Young Distinguished Alumni Award is made at a Spring graduation ceremony, and the recipient may be invited to address the assembly.

### **Vice-Chancellor and Chief Executive Officer Service Awards**

(20) Vice-Chancellor and Chief Executive Officer Service Awards are made at the discretion of the UNE Vice-Chancellor and Chief Executive Officer, to members of the University's professional and academic staff.

(21) The following applies:

- a. Vice-Chancellor and Chief Executive Officer's Award for Service (Professional Staff) is presented in recognition of:
  - i. Outstanding service provided by members of the professional staff, to the University; and/or
  - ii. Outstanding service by members of the professional staff in moving the University forward in pursuit of its mission and objectives;
  - iii. The presentation of a Vice-Chancellor and Chief Executive Officer's Award for Service (Professional Staff) is made at an appropriate ceremony determined by the Vice-Chancellor and Chief Executive Officer.
- b. Vice-Chancellor and Chief Executive Officer's Award for Excellence in Teaching (Academic Staff) is presented in recognition of:
  - i. Excellence in teaching, including the planning of unit materials, appropriate teaching and learning activities, assessment of students; and
  - ii. Evaluation and reflection on the teaching and learning process;
  - iii. The presentation of a Vice-Chancellor and Chief Executive Officer's Award for Excellence in Teaching (Academic Staff) is made at an appropriate ceremony or at a graduation ceremony as determined by the Vice-Chancellor.
- c. Vice-Chancellor and Chief Executive Officer's Award for Research Achievement (Academic Staff) is presented in recognition of the following criteria, which must have been demonstrated over the past five years, a significant amount of which should have been completed at UNE:
  - i. Distinction in research achievement as demonstrated by publications, patentable inventions and other research output appropriate to the discipline;
  - ii. Research impact; and
  - iii. Recognition by national and international research communities in the discipline or research field;
  - iv. The presentation of a Vice-Chancellor and Chief Executive Officer's Award for Research Achievement in Teaching (Academic Staff) is made at an appropriate ceremony or at a graduation ceremony as determined by the Vice-Chancellor and Chief Executive Officer.
- d. In each case, assessments of a staff member's candidature and achievement will be made in relation to their lifetime, thereby not precluding the presentation of the award to a young person of exceptional merit.



## Authority and Compliance

(22) The Council, pursuant to [Section 29 of the University of New England Act](#), makes this University Rule.

(23) UNE Representatives and all those awarded an honorary title or award by the University must observe this Rule and comply with the University's policies and procedures in relation to University matters.

(24) The Rule Administrator, the Chief Legal and Governance Officer, is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(25) This Rule operates as and from the Effective Date.

(26) Previous policy on the award of Honorary Titles and Emeritus Professor appointments (and related documents) are replaced and have no further operation from the Effective Date of this new Rule.

(27) Appointments, titles and awards made prior to the Effective Date of this Rule, remain in effect as if the appointments were made under this Rule. Provisions of this Rule, including the provisions relating to the term of appointment and renewal, apply to those previous appointments.

(28) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

## Section 4 - Definitions

(29) For the purposes of this document the following definitions apply:

- a. Head of School means Director of Centre, Head of Cost Centre, or equivalent.
- b. School, means a School and other organisational unit such as Oorala, Teaching and Learning Support (TaLS) and UNE Research Centres.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	2nd June 2016
<b>Review Date</b>	27th May 2019
<b>Approval Authority</b>	Council
<b>Approval Date</b>	27th May 2016
<b>Expiry Date</b>	28th May 2020
<b>Unit Head</b>	Kate McNarn Director Governance and University Secretary
<b>Enquiries Contact</b>	Office of the Director Governance and University Secretary 0267732925

## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.