1 Purpose

These provisions:

(a) give effect, within the Faculty of Medicine and Health, to the provisions of the Honorary Titles Policy 2013 and the Honorary Titles Procedures 2013 in relation to awarding the titles of Professor Emerita or Professor Emeritus;
(b) apply in addition to the provisions of that policy and those procedures; and
(c) set out the process for nominating eligible professorial staff for the award of the title.

2 Commencement

These provisions will commence on 1 February 2020.

3 Definitions

(1) Words and phrases used in these provisions and not otherwise defined in this document have the meanings they have in the policy and the procedures.

(2) In these provisions:

Faculty PEAC means the Faculty of Medicine and Health Professors Emeriti Awards Committee.

FMH means Faculty of Medicine and Health.

Head of School means any:

- Head of School and Dean; or
- Head of School of an academic school within the Faculty of Medicine and Health.

policy means the Honorary Titles Policy 2013.

procedures means the Honorary Titles Procedures 2013.

4 General principles

(1) As provided in clause 8 of the policy, the title of Professor Emerita or Emeritus may be awarded to a retiring professor for sustained distinguished service to the University.
(2) Eligibility criteria for the award of the title are set out in clause 8 of the policy.

(a) It should be noted that while outstanding scholarly performance in a particular discipline in either research or teaching would serve to reinforce the Faculty PEAC’s judgement that an applicant has contributed to the academic work of the faculty and the University, this in itself is not sufficient for recommending conferring the title.

(3) Nominees for the title must:

(a) have served the University for at least 10 years or, in exceptional circumstances, five years;

(b) be retiring within 12 months of nomination, or have been retired for less than 12 months at the date of nomination; and

(c) not be returning to the University in paid employment.

5 Process

(1) The policy and procedures provide that the process for deciding whether to confer the title of Professor Emerita or Emeritus is as follows.

(a) The Faculty prepares a written recommendation for each nominee.

(b) The recommendation is provided to the Provost.

(c) If the Provost endorses the recommendation, it is provided to the relevant delegate.

(d) The relevant delegate determines whether or not to confer the title.

(2) The process by which FMH will determine whom to recommend for the award of the title is as follows.

(a) After initial discussions between the proposed nominee and the relevant Head of School a formal expression of interest is prepared.

(b) The expression of interest is considered by the Faculty PEAC.

(c) The PEAC considers the expression of interest and makes a recommendation to the Executive Dean.

(d) The Executive Dean determines whom to recommend for award of the title and submits the recommendation to the Provost for endorsement.

(3) Each year the Faculty General Manager will:

(a) inform all schools that the main round of applications for Professors Emeriti titles has commenced;

(b) call for submission of expressions of interest; and

(c) provide a timetable for the process, including dates for submission.

(4) Should a second round be required, it will be conducted in the same manner as the first round.

6 Faculty PEAC

(1) There will be a Faculty PEAC, which will consist of:

(a) the Deputy Executive Dean Academic, or nominee of the Executive Dean, as chair;
(b) the Associate Dean Research;
(c) the Associate Dean Education;
(d) a Head of School and Dean of a school within FMH, nominated by the Executive Dean and who has not endorsed any of the expressions of interest to be considered;
(e) any other members, at the discretion of the Executive Dean.

(2) The membership of the Faculty PEAC may be altered at the discretion of the Executive Dean.

(3) The Faculty PEAC will have the Terms of Reference specified in Schedule 1.

(4) The Faculty PEAC will meet up to twice a year:
   (a) the main round, where applications will be considered annually by the committee in April; and
   (b) a second round, to be held at the discretion of the Executive Dean.

7 Expressions of interest

(1) Any of the following may nominate an eligible individual for consideration for the award of the title:
   (a) the individual themselves;
   (b) another professor;
   (c) the relevant Head of School.

(2) An individual proposing another for consideration must obtain the proposed nominee’s consent.

(3) Proposed nominees should then meet with the relevant Head of School to discuss their eligibility.

(4) Each proposed nominee must complete an Expression of Interest in the form provided in Schedule 2 and submit it to the relevant Head of School no later than the final date for submission.

(5) All expressions of interest should be on this form and address all the criteria.

(6) A Head of School may work with an applicant on the form.

(7) Provided that the Head of School endorses the expression of interest, they will then submit it to the Faculty PEAC

8 Assessment of expressions of interest

(1) The Faculty PEAC will:
   (a) assess all completed expressions of interest; and
   (b) prepare a report for the Executive Dean providing reasons for recommending or not recommending each nomination.

(2) Nominations for either round will be assessed against the criteria set out in clause 8 of the policy and Schedule 2 of these provisions.

(3) The Executive Dean will determine which nominations are recommended and forward these to the Provost for consideration.
(4) The Executive Dean will inform the chair of the Faculty PEAC of the outcomes.

(5) It will be the responsibility of the chair to inform the relevant Heads of School of the outcomes, who will in turn inform nominees.

(6) A letter of award with the conditions of the award will be sent to successful nominees by the HR Service Centre after the relevant delegate determines to confer the title.

9 Unsuccessful expressions of interest

(1) No appeal is available against any decision, at any stage of the process, not to recommend or not to confer the title.

(2) If a nomination is unsuccessful, an honorary title of affiliate at Level E may be awarded to the nominee, consistently with the policy and the procedures.

(a) This award would be for a maximum period of three years.

10 Roles and responsibilities

(1) Nominees are responsible for:

(a) discussing their proposed nomination with their Head of School;

(b) completing the expression of interest in the required form and addressing all the required criteria;

(c) understanding that Professors Emeriti:

(i) do not have access to University funds;

(ii) do not have individual provisions for office space; and

(iii) cannot be offered paid employment.

(2) The Faculty PEAC is responsible for:

(a) assessing expressions of interest in a fair and transparent manner;

(b) providing the Executive Dean with a written report and recommendation in relation to each expression of interest;

(c) advising the Heads of Schools of the outcomes of their deliberations.

(3) The Executive Dean is responsible for:

(a) determining whether or not to recommend a nominee for conferral of the title;

(b) forwarding recommendations to the Provost for endorsement; and

(c) informing the chair of the Faculty PEAC of the outcomes.

(4) The chair of the Faculty PEAC is responsible for:

(a) informing the Heads of School of the decisions of the Provost and the relevant delegate; and

(b) supporting Heads of School in providing feedback to unsuccessful applicants.

(5) The Heads of School are responsible for:

(a) informing nominees about the outcomes of their expressions of interest; and
(b) completing any necessary documentation required to finalise the conferral of the title, including that required by Human Resources.

NOTES
Faculty Medicine and Health- Professors Emeriti Provisions 2020
Date adopted: 15 January 2020
Date commenced: 1 February 2020
Approved by: Executive Dean, Faculty of Medicine and Health
Signature:
Review date: January 2024
Rescinded documents:
Related documents: Honorary Titles Policy 2013
Honorary Titles Procedures 2013
Faculty of Medicine and Health Honorary Title Provisions 2019

AMENDMENT HISTORY

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Schedule 1: Faculty PEA Committee – Terms of reference

1 Membership

(1) The committee will consist of:

(a) the Deputy Executive Dean Academic, or nominee of the Executive Dean, who will act as chair;
(b) the Associate Dean Research;
(c) the Associate Dean Education;
(d) a Head of School and Dean of a school within FMH, nominated by the Executive Dean and who has not endorsed any expression of interest under consideration; and
(e) a member of the professoriate as determined by the Executive Dean
(f) any other members, at the discretion of the Executive Dean.

(2) The Faculty Executive Officer (Secretariat) will provide support.

(3) The membership of the committee may be changed at the discretion of the Executive Dean.

2 Terms of reference

(1) The Faculty PEAC is designed to support the Executive Dean in assessing expressions of interest for the title of Professor Emerita or Emeritus using the following criteria.

(a) Distinguished service

(i) significant leadership role(s) such as dean, head of school or discipline, associate dean, director; and
(ii) sustained service contributions to the discipline, the profession, the faculty, and the University; and
(iii) wider community engagement contributions; and
(iv) service contributions that are above the level of what is expected of a professor; and
(v) leadership and contributions to staff development.

(b) Outstanding or exceptional research

(i) national and international recognition of research; and
(ii) excellence and quality of either or both of research contributions and publications; and
(iii) novelty or distinctiveness of research contribution; and
(iv) cumulative impact of the research contribution over a sustained period of time.

(c) Outstanding or exceptional teaching

(i) achievements in teaching through outstanding education experience; and
(ii) curriculum development; and
(iii) learning and teaching contributions; and
(iv) student outcomes.

4 Meetings

(1) The committee will meet once a year, however a second round may be called at the discretion of the Executive Dean.

(2) The quorum for a meeting is three.

(3) The committee may meet in person or by electronic means, provided that all members are able to participate equally in the discussion.

(4) Where the vote is not unanimous or further information is required from the Head of School, the committee must meet in person.

(5) In the event of a deadlock, the chair will have the casting vote.
Schedule 2: Expression of interest form for Professors Emeriti

The purpose of the expression of interest form is to provide an opportunity to outline the case why the nominee should be considered for the awarding of the title Professor Emerita or Emeritus. Essentially, Heads of Schools are required to document the achievements and contributions of the nominee. In cases where the nominee does not strictly meet the criteria as laid down for the awarding of the title, it is helpful to the committee if the Heads of Schools outline the exceptional circumstances of the nomination. The nominee’s case will be assessed by the Professors Emeriti Committee of the Faculty of Medicine and Health and a recommendation will be submitted to the Executive Dean.

The following criteria should be used when providing the report:

(a) **Distinguished service**
   (i) significant leadership role(s) such as dean, head of school or discipline, associate dean, director; and
   (ii) sustained service contributions to the discipline, the profession, the faculty, and the University; and
   (iii) wider community engagement contributions; and
   (iv) service contributions that are above the level of what is expected of a professor; and
   (v) leadership and contributions to staff development.

(b) **Outstanding or exceptional research**
   (i) national and international recognition of research; and
   (ii) excellence and quality of either or both of research contributions and publications; and
   (iii) novelty or distinctiveness of research contribution; and
   (iv) cumulative impact of the research contribution over a sustained period of time.

(c) **Outstanding or exceptional teaching**
   (i) achievements in teaching through outstanding education experience; and
   (ii) curriculum development; and
   (iii) learning and teaching contributions; and
   (iv) student outcomes.
1. Case for distinguished service (maximum 500 words):
   a. Leadership Roles
   b. Service to the Profession (with specific reference to any exceptional features)
   c. Service to the University (with specific reference to any exceptional features)
   d. Contributions to Staff Development
   e. Service to the Wider Community

2. Case for research achievements/contributions (maximum 300 words)
   Specific reference to quality, international standing, translatability and novelty or distinctiveness of the research contribution

3. Case for teaching achievements/contributions (maximum 300 words)
   Specific reference to educational experience, curriculum development, learning and teaching contributions, and outcomes for students

4. Occupancy of a University Chair

5. Honours and awards

6. Short CV – no more than 3 pages

6. Any additional information that may assist the committee (maximum 150 words)