

# HONORARY TITLES PROCEDURES 2013

Issued by: Provost and Deputy Vice-Chancellor

Date: 5 February 2013

Signature:

Name: Professor Stephen Garton

---

## CONTENTS

1	Purpose and application .....	1
2	Commencement .....	1
3	Interpretation .....	1
4	Professor Emerita or Emeritus titles .....	2
5	Adjunct and clinical titles awarded for twelve months or less .....	2
6	Adjunct or clinical titles awarded for more than twelve months .....	3
7	Conjoint titles advertised jointly with an external body .....	4
8	Conjoint titles awarded to existing staff of external bodies .....	5
9	Academic titles up to Level C awarded to University staff holding nationally competitive fellowships .....	6
10	Research titles awarded to staff of external bodies for twelve months or less .....	7
11	Research titles awarded to staff of external bodies for more than twelve months .....	7
12	Honorary academic titles .....	9
13	Honorary Associate titles .....	9
14	Visiting Professor or Professorial Fellow titles awarded for twelve months or less .....	10
15	Visiting Professor or Professorial Fellow titles awarded for more than twelve months .....	10
16	Visiting Fellow titles awarded for twelve months or less .....	11
17	Visiting Fellow titles awarded for more than twelve months .....	12
18	Visiting Scholar titles .....	13
19	Award of honorary titles to politicians or former politicians .....	13
20	Renewal of honorary titles .....	13

## 1 Purpose and application

These procedures are to give effect to the Honorary Titles Policy 2013.

## 2 Commencement

These procedures commence on 12 February 2013.

## 3 Interpretation

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

**Dean** means Dean of a Faculty or Academic College.

<b>Head</b>	means a head of a department or school, or a budget unit deemed by the Provost equivalent to a department or school. In the case of the faculties without departments or schools, the Dean may nominate a Pro-Dean or Associate Dean to serve as Head or may themselves serve in this role.
<b>LPC</b>	means Local Promotions Committee, as described in the <a href="#">Academic Promotions Policy 2012</a>
<b>school</b>	means a department or a school, or budget unit deemed by the Provost to be equivalent to a department or school. In the case of faculties that do not have departments or schools, a reference to a school is a reference to the faculty.

#### 4 Professor Emerita or Emeritus titles

- (1) The recommendation of a candidate for the title may be made by:
  - (a) the Vice-Chancellor;
  - (b) a Deputy Vice-Chancellor;
  - (c) a Dean;
  - (d) a Head; or
  - (e) any professor.
- (2) The recommendation must:
  - (a) be in writing;
  - (b) provide clear evidence of sustained distinguished service to the University by the professor during her or his tenure.
- (3) The recommendation must be endorsed by the Provost before referral to the Senate Chair Appointments Committee for approval
- (4) The recommendation process should be initiated before the proposed date of retirement to allow the title to be awarded immediately upon retirement.

#### 5 Adjunct and clinical titles awarded for twelve months or less

- (1) This procedure must not be used when it is intended that the title may be conferred for a further period.
- (2) A nomination for award of an adjunct or clinical title of twelve months or less must be prepared by the Head after consultation with relevant members of the school, and must specify:
  - (a) the proposed title;
  - (b) the proposed term;
  - (c) the proposed rights, privileges and responsibilities to be associated with the title; and
  - (d) the nominee's full *curriculum vitae*.

**Note:** The Dean may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.
- (3) The completed nomination must be provided to the Dean, who may approve it.



- (4) As soon as possible after approval:
  - (a) the faculty must forward a completed “Honorary Title Nomination and Appointment Form” to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University’s human resources management system.

## **6 Adjunct or clinical titles awarded for more than twelve months**

- (1) A nomination for award of an adjunct or clinical title of more than twelve months must be prepared by the Head after consultation with relevant members of the school, and must specify:
  - (a) the proposed term
  - (b) the proposed rights, privileges and responsibilities to be associated with the title;
  - (c) the nominee’s full *curriculum vitae*; and
  - (d) the names of referees:
    - (i) two for nominations up to Adjunct or Clinical Senior Lecturer level;
    - (ii) three for nominations for Adjunct or Clinical Associate Professor or Adjunct or Clinical Professor.
- (2) Nominations at the level of Adjunct or Clinical Associate Professor and Adjunct or Clinical Professor must also specify the proposed membership of the committee which will consider the nomination. Such committees will be constituted as follows:
  - (a) For the title of Adjunct or Clinical Associate Professor:
    - (i) the relevant Dean or nominee (Chair);
    - (ii) the Chair of the Academic Board or nominee;
    - (iii) a member of the current (or most recent) LPC for promotion to Level D;
    - (iv) the relevant Head or nominee; and
    - (v) one other senior member of the school
  - (b) For the title of Adjunct or Clinical Professor:
    - (i) the Provost or nominee (Chair);
    - (ii) the Chair of the Academic Board or nominee;
    - (iii) the relevant Dean or nominee;
    - (iv) a member of the current (or most recent) LPC for promotion to Level E;
    - (v) the relevant Head or nominee;
    - (vi) one other senior member of the school; and
    - (vii) up to one external member (optional)
- (3) Nominations up to Adjunct or Clinical Senior Lecturer level will be considered by the relevant Dean without a committee process or an interview.
- (4) Nominations for Adjunct or Clinical Associate Professor will be considered initially by the Dean and, if supported, forwarded to the relevant committee for consideration.

- (5) Nominations for Adjunct or Clinical Professor will be considered initially by the Dean and, if supported, forwarded to the Provost for endorsement. The Provost will endorse nominations where he or she believes that a *prima facie* case exists for the award and will then forward the nomination to the relevant committee for consideration.
- (6) Level D and Level E committees:
  - (a) may make decisions in meeting or by circular resolution, as determined by the committee on the recommendation of the Chair;
  - (b) may determine whether or not to interview the nominee, on recommendation of the Chair; and
  - (c) must be provided with, and consider, written references before making a recommendation;

**Note:** The relevant faculty is responsible for obtaining references, although assistance may be provided by Human Resources.
- (7) A Level E committee must provide its recommendation by way of written report to the relevant delegate.

**Note:** The relevant faculty is responsible for drafting this report although assistance may be provided by Human Resources.
- (8) Recommendations for the award of adjunct or clinical titles must be approved as follows.
  - (a) The award of an Adjunct or Clinical title up to Level C for more than twelve months may be approved by the Dean.
  - (b) The award of the title of Adjunct or Clinical Associate Professor for more than twelve months may be approved by the Dean, after consulting the Provost.
  - (c) The award of the title of Adjunct or Clinical Professor for more than twelve months must be approved by the Senate Chair Appointments Committee.
- (9) As soon as possible after approval:
  - (a) The faculty must forward a completed “Honorary Title Nomination and Appointment Form” to the HR Service Centre for processing; and.
  - (b) The HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University’s human resources management system.

## 7 Conjoint titles advertised jointly with an external body

- (1) Conjoint positions up to the level of Associate Professor will be advertised by the external body and appointments made in accordance with the procedures of that external body.
- (2) Conjoint positions at the level of Professor will be advertised by the University and recruited in accordance with the University’s procedures for Level E appointments.
- (3) The University may advertise a position as “Associate Professor/Professor” where the external body wishes to make a senior appointment but where there is uncertainty that it will attract candidates eligible for an award at the level of professor.
- (4) Conjoint appointments up to the level of Associate Professor will be considered by selection committees constituted in accordance with the procedures of the external body, but which must include the following:
  - (a) a nominee of the Academic Board;
  - (b) the Head of the relevant school or nominee;

- (c) another senior member of staff from the relevant school; and
  - (d) a member of the current (or most recent) LPC for the appropriate level.
- (5) Conjoint appointments up to the level of Professor will be considered by selection committees constituted in accordance with the University's recruitment policy and will usually include representatives of the external body.
- (6) Selection committees up to the level of Associate Professor will select the successful candidate and make a recommendation regarding the level of academic title to be awarded. If the external body approves the appointment, the recommendation regarding the title will be forwarded to the Dean for approval.
- (7) Selection committees at the level of Professor or "Associate Professor/ Professor" will select the successful candidate and make a recommendation regarding the level of academic title to be awarded.
- (a) Where the title of Professor is recommended, a written report will be forwarded to the Senate Chair Appointments Committee for approval.
  - (b) Where the title of Associate Professor is recommended, a written report will be forwarded to the Dean for approval.
- (8) Recommendations for conjoint titles may be approved as follows.
- (a) The award of a conjoint title up to Associate Professor may be approved by the Dean.
  - (b) The award of the conjoint title of Professor must be approved by the Senate Chair Appointments Committee.
- (9) As soon as possible after a conjoint title is approved:
- (a) the faculty must forward a completed "Honorary Title Nomination and Appointment Form" it to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resource management system.

## 8 Conjoint titles awarded to existing staff of external bodies

- (1) A nomination for award of a conjoint title to an existing staff member of an external body must be prepared by the relevant Head after consultation with members of the school and the external body. It must specify:
- (a) the proposed title;
  - (b) the proposed rights, privileges and responsibilities to be associated with the title;
  - (c) the nominee's full *curriculum vitae*;
  - (d) the names of referees:
    - (i) two for nominations at the level of Associate Lecturer, Lecturer or Senior Lecturer;
    - (ii) three for nominations at the level of Associate Professor and Professor (including at least one international referee);
  - (e) nominations for membership of the selection committee, the composition of which will mirror that of an appointments committee for a position at the same level, as set out in the University's [Recruitment and Selection Policy](#); and

- (f) approval from the external body.

**Note:** The Dean may require that an “Honorary Title Nomination and Appointment Form” be completed by the Head.

- (2) Nominations up to the level of Associate Professor will be considered by the Dean and, if supported, forwarded to the relevant committee for consideration.
- (3) Nominations at the level of Professor will be considered initially by the Dean and, if supported, submitted to the Provost for endorsement. The Provost will endorse nominations where he or she believes that a *prima facie* case exists for the award of such a title and that the proposed committee is appropriate, and will then forward the nomination to the committee for consideration.
- (4) Level D and Level E committees:
- (a) may make decisions in meeting or by circular resolution, as determined by the committee on the recommendation of the Chair;
- (b) may determine whether or not to interview the nominee, on recommendation of the Chair; and
- (c) must be provided with, and consider, written references before making a recommendation.
- Note:** The relevant faculty is responsible for obtaining references, although assistance may be provided by Human Resources.
- (5) A Level E committee must provide its recommendation by way of a written report to the relevant delegate.
- Note:** The relevant faculty is responsible for drafting this report, although assistance may be provided by Human Resources.
- (6) Recommendations for the award of conjoint titles must be approved as follows.
- (a) The award of a conjoint title up to Level D may be approved by the Dean.
- (b) The award of the title of Conjoint Professor must be approved by the Senate Chair Appointments Committee
- (7) As soon as possible after approval:
- (a) the faculty will forward a completed “Honorary Title Nomination and Appointment Form” to the HR Service Centre for processing; and
- (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University’s human resources management system.

## 9 Academic titles up to Level C awarded to University staff holding nationally competitive fellowships.

- (1) A nomination for award of an academic title up to Level C to a University staff member who holds an NHMRC, ARC or other nationally competitive fellowship must be prepared by the Head, after consultation with relevant members of the school, and must specify:
- (a) the proposed title;
- (b) the proposed term;
- (c) the proposed rights, privileges and responsibilities to be associated with the title; and



- (d) the nominee's full *curriculum vitae*.

**Note:** The Dean office may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.

- (2) The completed nomination must be provided to the Dean, who may approve it.
- (3) As soon as possible after approval:
  - (a) the faculty will forward a completed "Honorary Title Nomination and Appointment Form" to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned).

## **10 Research titles awarded to staff of external bodies for twelve months or less**

- (1) This procedure must not be used when it is intended that the title may be conferred for a further period.
- (2) A nomination for the award of a research title to a staff member of an external body for a period of twelve months or less must be prepared by the Head, and must specify:
  - (a) the proposed title;
  - (b) the proposed term;
  - (c) the rights, privileges and responsibilities to be associated with the title; and
  - (d) the nominee's full *curriculum vitae*.

**Note:** The Dean office may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.

- (3) The completed nomination must be provided to the Dean, who may approve it.
- (4) As soon as possible after approval:
  - (a) the faculty will complete an "Honorary Title Nomination and Appointment Form" and forward it to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resources management system.

## **11 Research titles awarded to staff of external bodies for more than twelve months**

- (1) A nomination for award of a research title to a staff member of an external body for a period of more than twelve months must be prepared by the Head, and must specify:
  - (a) the proposed title;
  - (b) the proposed term;
  - (c) the proposed rights, privileges and responsibilities to be associated with the title;
  - (d) the nominee's full *curriculum vitae*; and
  - (e) the names of referees:
    - (i) two for nominations up to Senior Research Fellow;



- (ii) three for nominations for Principal Research Fellow or Senior Principal Research Fellow titles.
- (2) Nominations for Principal Research Fellow or Senior Principal Research Fellow must also specify the proposed membership of the committee which will consider the nomination. Such committees will be constituted as follows:
  - (a) for the title of Principal Research Fellow:
    - (i) the Dean or nominee (Chair);
    - (ii) the Chair of the Academic Board or nominee;
    - (iii) a member of the current (or most recent) LPC for promotion to Level D;
    - (iv) the Head or nominee; and
    - (v) one other senior member of the School
  - (b) for the title of Senior Principal Research Fellow:
    - (i) the Provost or nominee (Chair);
    - (ii) the Chair of the Academic Board or nominee;
    - (iii) the Dean or nominee;
    - (iv) a member of the current (or most recent) LPC for promotion to Level E;
    - (v) the Head or nominee;
    - (vi) one other senior member of the school; and
    - (vii) up to one external member (optional)
- (3) The committees:
  - (a) may make decisions in meeting or by circular resolution, on the recommendation of the Chair;
  - (b) may determine whether or not to interview the nominee, on recommendation of the Chair; and
  - (c) must be provided with, and consider, written references before making a recommendation.

**Note:** The relevant faculty is responsible for obtaining references, although Human Resources may assist.
- (4) A committee must provide its recommendation by way of written report to the relevant delegate.

**Note:** The relevant faculty is responsible for drafting this report although Human Resources may provide assistance.
- (5) Recommendations for the award of research titles to staff members of external bodies for more than twelve months must be approved as follows.
  - (a) The award of a research title up to Level D may be approved by the Dean.
  - (b) The award of the title of Senior Principal Research Fellow must be approved by the Senate Chair Appointments Committee.
- (6) As soon as possible after approval:
  - (a) the faculty will complete an “Honorary Title Nomination and Appointment Form” and forward it to the HR Service Centre for processing; and



- (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resources management system.

## 12 Honorary academic titles

- (1) A nomination for award of an honorary academic title must be prepared by the Head, after consultation with relevant members of the school, and must specify:
  - (a) the proposed title;
  - (b) the proposed term;
  - (c) the proposed rights, privileges and responsibilities to be associated with the title; and
  - (d) the nominee's full *curriculum vitae*.

**Note:** The Dean may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.
- (2) The completed nomination must be provided to the Dean, who may approve it.
- (3) As soon as possible after approval:
  - (a) the Faculty will forward a completed "Honorary Title Nomination and Appointment Form" to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resources management system.

## 13 Honorary Associate titles

- (1) A nomination for award of the title Honorary Associate must be prepared by the Head, after consultation with relevant members of the school, and must specify:
  - (a) the proposed title;
  - (b) the proposed term;
  - (c) the proposed rights, privileges and responsibilities to be associated with the title; and
  - (d) the nominee's full *curriculum vitae*.

**Note:** The Dean may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.
- (2) The completed nomination must be forwarded to the Dean, who may approve it.
- (3) As soon as possible after approval:
  - (a) the Faculty will forward a completed "Honorary Title Nomination and Appointment Form" and forward it to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resources management system.

#### 14 Visiting Professor or Professorial Fellow titles awarded for twelve months or less

- (1) This procedure must not be used when it is intended that the title may be conferred for a further period.
- (2) A nomination for award of the titles Visiting Professor or Professorial Fellow must be prepared by the Head, after consultation with relevant members of the school, and must specify:
  - (a) the proposed title;
  - (b) the proposed term
  - (c) the proposed rights, privileges and responsibilities to be associated with the title; and
  - (d) the nominee's full *curriculum vitae*.

**Note:** The Dean may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.
- (3) The completed nomination must be provided to the Dean, who may approve it.
- (4) As soon as possible after approval:
  - (a) the faculty will forward a completed "Honorary Title Nomination and Appointment Form" to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resources management system.

#### 15 Visiting Professor or Professorial Fellow titles awarded for more than twelve months

- (1) A nomination for award of the titles Visiting Professor or Professorial Fellow must be prepared by the Head, after consultation with relevant members of the school, and must specify:
  - (a) the proposed title;
  - (b) the proposed term;
  - (c) the proposed rights, privileges and responsibilities to be associated with the title;
  - (d) the nominee's full *curriculum vitae*;
  - (e) the names of three referees; and
  - (f) the proposed membership of the committee which will consider the nomination, and which will be constituted as follows:
    - (i) the Provost or nominee (Chair);
    - (ii) the Chair of the Academic Board or nominee;
    - (iii) the Dean or nominee;
    - (iv) a member of the current (or most recent) LPC for promotion to Level E;
    - (v) the Head or nominee; and
    - (vi) one other senior member of the school

- (2) The nomination will be considered initially by the relevant Dean and, if supported, forwarded to the Provost for endorsement. The Provost will endorse nominations where he or she believes that a *prima facie* case exists for the award and will then forward the nomination to the committee for consideration.
- (3) The committee:
  - (a) may make decisions in meeting or by circular resolution as determined by the committee on recommendation of the Chair;
  - (b) may determine whether or not to interview the nominee, on recommendation of the Chair; and
  - (c) must be provided with, and consider, written references before making a recommendation.

**Note:** The relevant faculty is responsible for obtaining references, although assistance may be provided by Human Resources.
- (4) The committee must provide its recommendation by way of written report to the Senate Chair Appointments Committee.

**Note:** The relevant faculty is responsible for drafting this report although assistance may be provided by Human Resources.
- (5) The award of the title must be approved by the Senate Chair Appointments Committee.
- (6) As soon as possible after approval:
  - (a) the faculty will forward a completed “Honorary Title Nomination and Appointment Form” to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University’s human resources management system.

## 16 Visiting Fellow titles awarded for twelve months or less

- (1) This procedure should not be used when it is intended that the title may be conferred for a further period.
- (2) A nomination for award of the title Visiting Fellow for a period of twelve months or less must be prepared by the Head, after consultation with relevant members of the school, and must specify:
  - (a) the proposed title;
  - (b) the proposed term;
  - (c) the proposed rights, privileges and responsibilities to be associated with the title; and
  - (d) the nominee’s full *curriculum vitae*.

**Note:** The Dean may require that an “Honorary Title Nomination and Appointment Form” be completed by the Head.
- (3) The completed nomination must be provided to the Dean, who may approve it.
- (4) As soon as possible after approval:
  - (a) the faculty will forward a completed “Honorary Title Nomination and Appointment Form” to the HR Service Centre for processing; and



- (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resources management system.

## 17 Visiting Fellow titles awarded for more than twelve months

- (1) A nomination for award of the title Visiting Fellow for a period of more than twelve months must be prepared by the Head, after consultation with relevant members of the school, and must specify:
  - (a) the proposed term;
  - (b) the proposed rights, privileges and responsibilities to be associated with the title;
  - (c) the nominee's full *curriculum vitae*;
  - (d) the names of three referees; and
  - (e) the proposed membership of the committee which will consider the nomination and which will be constituted as follows:

**Note:** The Dean may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.

- (i) (the Dean or nominee (Chair));
    - (ii) the Chair of the Academic Board or nominee;
    - (iii) a member of the current (or most recent) LPC for promotion to Level D;
    - (iv) the Head or nominee; and
    - (v) one other senior member of the school
  - (2) The nomination will be considered initially by the Dean and, if supported, forwarded to the committee for consideration.
  - (3) The committee:
    - (a) may make decisions in meeting or by circular resolution, as determined by the committee on recommendation of the chair;
    - (b) may determine whether or not to interview the nominee, on recommendation of the Chair; and
    - (c) must be provided with, and consider, written references before making a recommendation.
- Note:** The relevant faculty is responsible for obtaining references, although assistance may be provided by Human Resources.
- (4) The committee must provide its recommendation by way of written report.

**Note:** The relevant faculty is responsible for drafting this report, although assistance may be provided by Human Resources.
  - (5) The award of the title may be approved by the Dean.
  - (6) As soon as possible after approval:
    - (a) the faculty will forward a completed "Honorary Title Nomination and Appointment Form" to the HR Service Centre for processing; and
    - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resources management system.

## 18 Visiting Scholar titles

- (1) A nomination for the award of the title Visiting Scholar must be prepared by the Head, after consultation with relevant members of the school, and must specify:
  - (a) the proposed title;
  - (b) the proposed term;
  - (c) the proposed rights, privileges and responsibilities to be associated with the title; and
  - (d) the nominee's full *curriculum vitae*.

**Note:** The Dean may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.
- (2) The completed nomination must be provided to the Dean, who may approve it.
- (3) As soon as possible after approval:
  - (a) the faculty will forward a completed "Honorary Title Nomination and Appointment Form" to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the candidate (unless it has been agreed that this shall be the responsibility of the faculty concerned) and create a new affiliate record on the University's human resources management system.

## 19 Award of honorary titles to politicians or former politicians

- (1) A nomination for the award of an honorary title to a politician or a former politician must include the following additional information:
  - (a) advice regarding the nominee's academic disposition, which could include appropriate academic qualifications;
  - (b) whether the nominee will be able to facilitate partnerships for academic staff that might otherwise be missed (e.g. through membership of important government advisory committees and boards);
  - (c) the expected contributions to the teaching program and public lectures in the nominee's area of expertise;
  - (d) the nominee's research interests and whether they are already undertaking research programs;
  - (e) advice on anticipated contributions more generally to the life of the University (e.g. informal advice, University taskforces etc).

## 20 Renewal of honorary titles

- (1) A proposal for renewal of an honorary title must be prepared by the Head and must provide evidence of continuing contributions by the title-holder.

**Note:** The Dean may require that an "Honorary Title Nomination and Appointment Form" be completed by the Head.
- (2) The completed proposal must be provided to the Dean for consideration.
- (3) The Dean may approve the renewal of titles up to Level D.
- (4) The Provost must approve the renewal of titles at Level E.



- (5) As soon as possible after renewal of an honorary title is approved:
- (a) the faculty will forward a completed “Honorary Title Nomination and Appointment Form” to the HR Service Centre for processing; and
  - (b) the HR Service Centre will generate the letter to the titleholder (unless it has been agreed that this shall be the responsibility of the faculty concerned) and renew the affiliate record on the University’s human resources management system.

## **NOTES**

### **Honorary Titles Procedures 2013**

Date adopted:	5 February 2013
Date registered:	
Date commenced:	12 February 2013
Administrator:	Executive Director, Provost’s Office
Review date:	Five years from the date of commencement.
Related documents:	Honorary Titles Policy 2013 Recruitment and Selection Policy

---

## **AMENDMENT HISTORY**

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
Clause 19	Additional information required for the nomination of politicians or former politicians	27 May 2013