

Emeritus Professor Appointments Policy

Document type:	Policy
Administering Entity:	Office of the Secretariat
TRIM Reference:	SED08/263
Date of Council's approval:	18 August 2008
Indicative time for review:	June 2010
Responsibility for review:	Secretary to Council
Related policies or other documents:	Framework for Honorary and Distinguished Awards

Rationale and Scope

Appointment to the University as an Emeritus Professor is made by the University Council to provide a formal means by which retiring or resigning Professors who have made a significant contribution to the University are

- formally recognised for their contribution in the past, and, if agreed with the relevant Head of School, are
- able to continue to access to the University's facilities for research, research supervision, scholarship and teaching.

Policy

- The title of Emeritus Professor is awarded by the Council of the University on recommendation of the Vice-Chancellor or by written nomination signed by three Professors¹ of the University, and supported by the Head of the relevant School/Research Centre/Faculty through which there may be an ongoing association.
- This title may be conferred only upon a Professor who retires or resigns from the University of New England who has made a significant contribution to the University.
- Normally the criteria for eligibility will include the requirements that the Professor has held a Chair at the University for a period of ten years and has made a significant contribution to the University through research, research supervision, scholarship and teaching.

Procedure

- A recommendation for the appointment of an Emeritus Professor which has been signed, either by at least three Professors of the University, or by the Vice-Chancellor, and the Head of the relevant School/Research Centre/Faculty, and a brief Curriculum Vitae of the proposed appointee must be provided to the Secretary to Council for consideration by the Honorary Degrees, Titles and Tributes Committee.

¹ One of whom may be an Emeritus Professor of the University.

- The Honorary Degrees, Titles and Tributes Committee will consider the recommendation and if the recommendation is supported by the Committee it will be referred to the next meeting of the University Council.
- If the appointment is approved by the University Council, the Secretary to Council will notify the appointee, the nominators, the relevant Pro Vice-Chancellor and Dean, the relevant Head of School, the Directors of Human Resource Services and Information Technology and the University Librarian.
- Upon retirement or resignation from the University, the Emeritus Professor will be recorded as such in the Human Resources Database, and will continue to have access to UNE's IT and Library services.
- Use of office space and facilities will be
 - negotiated with and determined by the relevant Head of School,
 - subject to the University's policies and procedures, and will be
 - reviewed from time to time.
- The contributions of Emeritus Professors to research and teaching will be formally recognised and recorded in the University's data systems.