## **Award of Professor Emerita or Emeritus**

## NOMINATION FORM

Use this form to submit a nomination for conferral of the title of Professor Emerita/Emeritus. This is an academic title of high honour awarded to a retiring or retired eminent professor of Macquarie University in recognition of sustained distinguished service to their field or discipline and to Macquarie University. For more information, on the eligibility and evaluation criteria refer to the [Professor Emerita/Emeritus Policy & Procedure](https://policies.mq.edu.au/document/view.php?id=133).  
***As a guide, when completed, this form should not exceed 5 pages.***

**1. NOMINEE’S DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | First name |  |
| Surname |  | Preferred name  (if different) |  |
| Faculty |  | Department |  |
| Nominee’s home postal address |  | | |

**2. ELIGIBILITY**

|  |  |
| --- | --- |
| To be eligible for the title, please confirm the nominee: | |
|  | Is approaching retirement within the next 12 months or has retired from Macquarie University in the past 12 months. |
|  | held a position as Professor at Macquarie University for a minimum of five years prior to retirement. |

**3. CASE FOR NOMINATION**

As set out in the Professor Emerita/Emeritus Evaluation Criteria, the nominee’s performance will be considered against two key criteria:

1. Distinguished service to Macquarie University – the nominee must demonstrate outstanding achievement in Leadership & Citizenship; and
2. A sustained track record of outstanding performance at least in one, but no more than two, of the four areas of Scholarship: Scholarship of Discovery, Scholarship of Integration, Scholarship of Teaching and/or Scholarship of Application. If more than two areas are completed, the nomination form may be returned for amendment.

The nominee’s whole of career will be considered, although special attention will be placed on performance and contributions to Macquarie University.

Please provide supporting statements for each of the criteria below (please use subheadings as appropriate).

| **DISTINGUISHED SERVICE TO MACQUARIE UNIVERSITY:** |
| --- |
|  |

| **A SUSTAINED TRACK RECORD OF OUTSTANDING SCHOLARLY PERFORMANCE AND CONTRIBUTION: *(tick 1 or 2)*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DISCOVERY** |  | **INTEGRATION** |  | **TEACHING** |  | **APPLICATION** |
|  | | | | | | | |

SIGNATURES

|  |  |  |  |
| --- | --- | --- | --- |
| Head of Department | Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature | \_\_\_ / \_\_ / \_\_\_ Date |

|  |  |  |  |
| --- | --- | --- | --- |
| Executive Dean | Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature | \_\_\_ / \_\_\_ / \_\_\_\_ Date |

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| --- | --- | --- | --- |
| Deputy Vice-Chancellor\* | Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature | \_\_\_ / \_\_\_ / \_\_\_\_ Date |
| Deputy Vice-Chancellor’s comments: | | | |

*\*Note, generally this would be Deputy Vice-Chancellor (Academic), but could also be Deputy Vice-Chancellor (Research) for candidates who made outstanding contributions in research, or Deputy Vice-Chancellor (Engagement) for candidates who made outstanding contributions in the area of industry and community engagement.*

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| **Next Steps:**   1. Attach a full curriculum vitae 2. DVC to submit completed and signed form and curriculum vitae to the Chair, Academic Senate via [senate@mq.edu.au](mailto:senate@mq.edu.au)   *For more information on the assessment process, please refer to the* [*Professor Emerita/Emeritus Policy & Procedure*](https://policies.mq.edu.au/document/view.php?id=133)*.* |