MACQUARIE University

AWARD OF PROFESSOR EMERITA OR EMERITUS PROCEDURE

RESOURCES	ACTIONS	RESPONSIBILITY

NOMINATION

Nomination form

CV

Retiring or retired Professor is identified as a nominee

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Nomination is prepared by HoD and endorsed by Executive Dean

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Executive Dean submits nomination to a relevant DVC for endorsement

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DVC submits nomination to Chair, Academic Senate

Head of Department

Executive Dean

Deputy Vice-Chancellor

ASSESSMENT

Professor Emeritus/Emerita Working Group of Senate reviews nomination and makes recommendation to Academic Senate

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Academic Senate notes recommendation

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Report from Chair, Academic Senate

Chair, Academic Senate prepares report and submits to VC

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VC submits nomination to Council

Professor Emeritus/Emerita Working Group of Senate

Chair, Academic Senate

VC

CONFERRAL

⬦ **Council approval**

declined ← → approved

VC notifies Chair, Academic Senate and Executive Dean

OVC sends conferral letter to nominee

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OVC notifies HR and Office of Advancement

↓

Title conferred

Conferral letter

Council

Office of the Vice-Chancellor

HR