MACQUARIE University

AWARD OF PROFESSOR EMERITA OR EMERITUS PROCEDURE RESOURCES ACTIONS RESPONSIBILITY Nomination form Retiring or retired Professor is identified as a nominee Head of Department NOMINATION **Executive Dean** Nomination is prepared by HoD and endorsed by Executive Dean CV Deputy Vice-Chancellor Academic Executive Dean submits nomination to a relevant DVC for or Deputy Viceendorsement **Chancellor Research** DVC submits nomination to Chair, Academic Senate Professor Emerita/Emeritus Evaluation Panel reviews nomination Professor Emerita/ and makes recommendation to Academic Senate **Emeritus Evaluation** Panel of Senate Chair, Academic Academic Senate determines whether to recommend the Senate ASSESSMENT nomination to the University Council University Council **Council Secretary** University Council determines whether to approve the title of Report from Chair, Professor Emerita/Professor Emeritus or not Academic Senate The Council Secretary advises the Office of the Vice-Chancellor of Council's decision Office of the Vice-**Council approval** Chancellor approved declined Office of the Chief People Officer CONFERRAL **Council Secretary notifies** OVC sends conferral letter to Philanthropy and Alumni Chair, Academic nominee Relations Senate and Executive Dean **Council Secretary** OVC notifies Office of the Chief **Conferral** letter **People Officer & Philanthropy** and Alumni Relations Title conferred