

Professor Emerita Emeritus Policy

Section 1 - Purpose

(1) The purpose of this Policy is to set out the conditions and document the process for the award of the title of Professor Emerita or Professor Emeritus at Macquarie University.

Background

(2) Macquarie University (the University) values excellence in scholarship and sustained distinguished contributions to the University community. To recognise such contributions, the University awards the title of Professor Emerita or Emeritus to retiring or retired eminent Professors of the University.

Scope

(3) This Policy applies to Macquarie University academic staff.

Section 2 - Policy

Title

(4) The title to be awarded will be Professor Emerita or Professor Emeritus. The recipient may select their preferred designation. Alternatively, the recipient may choose to adopt the title of Emeritus Professor.

(5) The title is of high honour and not routinely awarded. The title should not be regarded as a normal expectation for Professorial staff who retire from the University.

(6) Conferral of the title will be based on merit and will recognise an individual's academic and professional achievements relevant to the criteria outlined in this Policy, and relative to opportunity. The University will adhere to the principles of equity and non-discrimination in the nomination for and award of the title.

Eligibility

(7) Unless there are exceptional circumstances as approved by the Vice-Chancellor, the title may only be conferred on the University's Professors who:

- a. are retiring or retired; and
- b. have held a position as Professor at the University for a minimum of five (5) years prior to retirement.

(8) Where an individual does not meet these eligibility requirements but wishes to continue an affiliation with the University past retirement, an Honorary Academic Title may be considered.

Criteria

(9) The title will be awarded based on merit as assessed against the criteria outlined in [Schedule A – Professor Emerita Emeritus Evaluation Criteria](#) of this Policy.

Who Can Make a Nomination

(10) As a general rule, a nomination for the title will be made by a Head of Department and endorsed by Executive Dean.

A nomination may, however, also be made by:

- a. a Deputy Vice-Chancellor;
- b. the Vice-Chancellor; or
- c. the Chancellor (if the nomination is for a departing Vice-Chancellor).

Timeframe for Nomination

(11) The nomination for the title should be initiated:

- a. no earlier than 12 months prior to the proposed last day of duty; and
- b. no later than 12 months after the last day of duty.

(12) Only in exceptional circumstances, and subject to the approval of the Deputy Vice-Chancellor endorsing the nomination, can a nomination be made more than 12 months after a Professor has left the University. This exemption is separate to any approval required from the Vice-Chancellor in relation to other eligibility criteria as outlined in clause 7.

Effective Date

(13) The title will come into effect:

- a. from immediately after the last day of duty if awarded prior to the last day of duty; or
- b. from the date of Council approval if awarded after the last day of duty.

Conditions

(14) The award of the title does not:

- a. establish an employment relationship between the University and the title holder; or
- b. entitle the title holder to any salary payments.

(15) The title is awarded in perpetuity, subject to the termination provisions in this Policy.

(16) The title holder does not exercise any of the normal administrative functions associated with the title Professor.

(17) While there is no obligation for future service, title holders are encouraged to continue contributing to the academic activities of the University as a volunteer in retirement.

(18) The University reserves the right not to award the title.

(19) The University reserves the right to remove the title in certain circumstances, such as where the person has been convicted of a serious criminal offence, or where damage may be caused to the reputation of the University by having a continued association with the person.

Privileges

(20) The title holder will enjoy the precedence and courtesy due to academic staff of the University at the Professor

level. For example, a Professor Emerita or Emeritus may be invited to all those occasions, ceremonies and functions to which a Professor could expect to be invited.

(21) The title holder will have:

- a. a OneID and Macquarie University email account;
- b. access to Macquarie University Library resources;
- c. access to on-campus parking on payment of prescribed fees; and
- d. staff and student rates for purchases at U@MQ/Campus Life.

Exclusions

(22) The title holder is specifically excluded from the following:

- a. access to corporate credit cards;
- b. formal supervision of University staff; and
- c. authority to comment on behalf of the University, represent the University or bind the University.

Conferral of the Title

(23) Conferral process will be in accordance with the [Professor Emerita Emeritus Procedure](#).

(24) Macquarie University Council will approve appointment as Professor Emerita or Emeritus.

Section 3 - Procedures

Step 1: Nomination

(25) A nomination for the award of the title of Professor Emerita or Professor Emeritus must be made using the [Award of Professor Emerita or Emeritus Nomination Form](#). The nominee's full curriculum vitae must also be provided with the Nomination Form.

(26) The Nomination Form must be signed by the Executive Dean and submitted to a relevant Deputy Vice-Chancellor. Generally, this would be Deputy Vice-Chancellor (Academic), but could also be the Deputy Vice-Chancellor (Research) for candidates who have made outstanding contributions in research.

(27) The Deputy Vice-Chancellor will consider the nomination, and where appropriate, provide comment outlining the merits of a nomination.

(28) The Deputy Vice-Chancellor will submit the nomination to the Chair, Academic Senate.

(29) In cases where a nomination is made by a Deputy Vice-Chancellor, the Vice-Chancellor or the Chancellor, they will liaise directly with the Chair, Academic Senate.

Step 2: Assessment

(30) Nominations for the title are assessed by the Professor Emerita/Emeritus Evaluation Panel of Academic Senate.

(31) The Professor Emerita/Emeritus Evaluation Panel will have the following composition:

- a. Chair, Academic Senate or nominee;
- b. one (1) elected member of Academic Senate who is at the Professor level, appointed by the Chair, Academic

Senate; and

- c. four (4) members from across the faculties who are at the Professor level, appointed by the Chair, Academic Senate.

(32) The Professor Emerita/Emeritus Evaluation Panel will assess the nomination against the [Schedule A - Professor Emerita Emeritus Evaluation Criteria](#) and will make a recommendation to the Academic Senate.

(33) The Academic Senate will consider the recommendation as a confidential item and determine whether to recommend the nomination to the University Council.

Step 3: Conferral

(34) The University Council will consider the Academic Senate's recommendation and determine whether to approve the award of the title of Professor Emerita/Professor Emeritus. The Council Secretary will advise the Office of the Vice-Chancellor of the decision.

(35) The Office of the Vice-Chancellor will notify:

- a. each successful nominee;
- b. the Office of the Chief People Officer; and
- c. Philanthropy and Alumni Relations.

(36) Human Resources will process the changes to the title.

Section 4 - Guidelines

(37) Nil.

Section 5 - Definitions

(38) The following definitions apply for the purpose of this Policy:

- a. Professor Emeritus or Emerita means 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 the University.

Status and Details

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Responsible Executive	James Lonsdale General Counsel
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