

Professor Emerita Emeritus Procedure

Section 1 - Purpose

(1) To document the process for the award of the title of Macquarie University Professor Emerita or Emeritus

Scope

(2) This Procedure applies to staff of Macquarie University.

Section 2 - Policy

(3) Refer to the [Professor Emerita Emeritus Policy](#).

Section 3 - Procedures

Responsibilities and Required Actions

(4) There is an [Award of Professor Emerita or Emeritus Procedure Flowchart](#) available for this Procedure.

Step 1: Nomination

(5) The nomination of a candidate for Professor Emerita or Emeritus should be initiated no earlier than 12 months prior to the proposed last day of duty and no later than 12 months after the last day of duty.

(6) Only in exceptional circumstances, and subject to approval for consideration given by the Deputy Vice-Chancellor (Academic), can a nomination be made more than 12 months after a Professor has left the University.

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

(8) A nomination may 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.

(9) The nomination must include:

- a. [Award of Professor Emerita or Emeritus Nomination Form](#); and
- b. the nominee's full curriculum vitae which provides sufficient detail to support the nomination.

(10) The nomination must be signed and submitted by the Executive Dean to a relevant Deputy Vice-Chancellor. Generally, this would be Deputy Vice-Chancellor (Academic), but could also be:

- a. Deputy Vice-Chancellor (Research) for candidates who have made outstanding contributions in research; or
- b. Deputy Vice-Chancellor (Engagement) for candidates who have made outstanding contributions in the area of industry or community engagement.

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

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

(13) 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

(14) Nominations for the title are assessed by the Professor Emerita / Emeritus Working Group of Academic Senate.

(15) The Professor Emerita / Emeritus Working Group will have the following composition:

- a. Chair, Academic Senate or nominee; and
- b. four (4) members from across the faculties who are at the Professor level, appointed by the Chair, Academic Senate.

(16) The Professor Emerita / Emeritus Working Group will assess the nomination against the [Schedule A – Professor Emerita Emeritus Evaluation Criteria](#) and will make a recommendation to the Academic Senate.

(17) The Academic Senate will consider the recommendation as a confidential item.

(18) The Chair, Academic Senate will prepare a report to the Vice-Chancellor detailing:

- a. a recommendation of whether or not to award the title; and
- b. reasons for the recommendation with reference to the criteria.

(19) The Vice-Chancellor will consider the report and will forward the report from the Chair, Academic Senate and the Vice-Chancellor's recommendation to the University Council.

Step 3: Conferral

(20) The University Council will consider the Vice-Chancellor's recommendation and determine whether to approve or not approve. The University Council will advise the Vice-Chancellor of the decision.

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

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

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

Section 4 - Guidelines

(23) Nil.

Section 5 - Definitions

(24) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the [Professor Emerita Emeritus Policy](#).

Status and Details

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Effective Date	22nd February 2021
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