CONTENTS
1 Objective ................................................................................................................... 2
2 Scope ........................................................................................................................ 2
3 Procedure .................................................................................................................. 2
3.1 Nomination Materials ................................................................................................. 2
3.2 Nomination, selection and approval processes .......................................................... 2
3.3 Termination of Distinguished Professor Title .............................................................. 3
4 Definitions and Acronyms ........................................................................................ 3
5 Supporting Documentation ........................................................................................ 4
6 Versioning ................................................................................................................. 4
1 Objective

The objective of this Procedure is to specify the process for the nomination, selection, conferral and renewal of Distinguished Professor titles.

2 Scope

This Procedure applies to all Level E academic staff.

3 Procedure

3.1 Nomination Materials

Nominations may be made at any time by a University employee (the nominator will normally be an Executive Dean).

The nomination for Distinguished Professor must be supported by:

- The rationale for the conferral, provided by the Executive Dean, which addresses the criteria outlined in Section 3.2 of the Distinguished Professor Policy:
  - a one-page synopsis in support of the nominee’s exceptional and sustained performance or distinction
  - a one-page synopsis of the nominee’s expected contribution to the work of the University and the benefits expected to flow to the University
  - provision of names and contact details of referees (at least one internal and one external).

- A current curriculum vitae of the nominee.

Renewal

Where the nominee is seeking renewal of title, a one-page synopsis outlining the nominee’s activities during their term is sufficient.

3.2 Distinguished Professor nomination, selection and approval processes

The Provost will form a Distinguished Professors Selection Committee to assess the nomination/s. The Committee will comprise the Provost, at least one Deputy Vice-Chancellor, an Executive Dean, Chair of Academic Senate and at least two current Distinguished Professor title holders. The Committee will:

- identify and assess the nomination(s) and determine if additional information is required
- seek reports or gather other information as is deemed necessary as part of the process of assessing the nomination(s) as appropriate to the nominee’s discipline
- contact referees at its discretion.

The Distinguished Professors Selection Committee will review all information, make an assessment as to whether each nominee meets the selection criteria and the Provost will then write a report for the Vice-Chancellor with recommendations.

The Distinguished Professor Selection Committee will meet annually (in the last quarter of the year). The date will be published on the University’s website. However, in special circumstances, the Committee may consider nominations by circulation out of session.
The Vice-Chancellor may accept or reject a nomination or may seek additional information.

If the Vice-Chancellor accepts the recommendation the nomination is submitted to the University Council via the Ceremonial and Honorary Degrees Committee.

If University Council approves the nomination, the University Secretary sends notification to the Provost. The Provost’s Office then advises Human Resources and notifies the relevant Executive Dean of the outcome.

Human Resources sends a letter of offer on behalf of the Provost to the nominee, which is copied to the relevant Executive Dean.

Human Resources enter details of the conferral into the Human Resources Management System (MyHR) and arrange for the necessary payroll and directory information to be updated for all successful nominations.

All appointments will be managed centrally and will have default finish dates of the end of each year in order for the Committee to reconsider the title holder for renewal and for new nominations to be included for discussion.

Approximately six months before the expiration of the term of conferral, Human Resources will contact the relevant Executive Dean to alert them to the opportunity for renewal.

3.3 Termination of Distinguished Professor Title

Individuals holding a Distinguished Professor Title are required to conform to all University Policies, Procedures and Guidelines and normal expectations of good practice. Council may revoke the title of Distinguished Professor if the title holder has:

- been convicted of a criminal offence
- engaged in activities that have brought the University into disrepute through the individual’s association with the University
- has not continued to make an outstanding contribution to their field/discipline and the University.

3.3.1 In such circumstances, the Vice-Chancellor will advise the title-holder formally of the termination and copy this advice to the responsible organisational unit, the Provost and Human Resources.

3.4 Emeritus Distinguished Professor nomination, selection and approval processes

The process for nominating an Emeritus Distinguished Professor title will proceed according to the steps set out in sections 3.1 and 3.2.

4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>Executive Dean</td>
<td>(a) the Executive Dean of the relevant College, or</td>
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</table>
(b) in relation to the University College, the Principal of the University College

Organisational Unit
- College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise

Head
- Head of School, National Centre or Section

5 Supporting Documentation
- Governance Level Principle 11 – Employment
- Ordinance 10 - Emeritus Professors
- Distinguished Professors Policy
- Records Management Policy

6 Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Not applicable, amended in December 2016 to incorporate Colleges.</th>
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<tbody>
<tr>
<td>Current Version</td>
<td>Version 2 – Distinguished Professors Procedure; approved in November 2016, amended in December 2017 to reflect College nomenclature.</td>
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