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## Purpose

This procedure establishes the University's processes for the nomination and conferral of honorary academic titles to former and current professorial staff.

## Applicable governance instruments

Instrument	Section	Principles
<a href="#">3.3 Academic Promotions, Honorary and Adjunct Titles Policy</a>	2. Academic Honorary and Adjunct Titles	2.1, 2.3-2.4

## Procedure

### 1. Honorary academic title for former professorial staff

The University Council, on the recommendation of the Ceremonial and Honorary Degrees Committee (CHDC), may confer the title of Professor Emerita or Professor Emeritus on a professor of the University on or after their resignation or retirement, in recognition of their exceptional and outstanding services to the University of Tasmania prior to leaving. The title is conferred for the life of the title holder.

Title holders may indicate a preference to be designated either Professor Emerita or Professor Emeritus.

In considering whether a professor shall receive the title of Professor Emerita/Emeritus, the Council considers services rendered to the University of Tasmania and its predecessor institutions.

Professors Emeritae/Emeriti of the University include:

- any person on whom the title was conferred by the predecessors in title of the University;
- any person on whom that title is conferred under any preceding Ordinance; or
- any person on whom the title Distinguished Professor Emerita/Emeritus is conferred under the *Academic Promotions, Honorary and Adjunct Titles Policy* and this Procedure.

Council may confer the title Distinguished Professor Emerita/Distinguished Professor Emeritus on a professor of the University who was, at the time of their resignation or retirement, a Distinguished Professor.

### 1.1. Nomination and conferral of title

Nominations for Professor Emerita/Professor Emeritus are made either:

- within a year of the professor's resignation or retirement date; or
- no later than two years after the professor's resignation or retirement date.

Nominations are made by a Head of School or Head of Institute, or Head of Divisional section, and must include:

- a Case for Conferral outlining the grounds on which the nomination is made, citing the reasons why the individual and their outstanding leadership, service and contributions to the University of Tasmania during their career are worthy of such eminent recognition by the University Council. The Executive Dean, or the Head of Division or University College will co-sign the Case for Conferral to indicate their endorsement of the nomination;
- a current curriculum vitae for the nominee which provides sufficient detail to support the nomination;
- a draft Ceremonial and Honorary Degrees Committee paper from the Vice-Chancellor recommending that the Committee endorse the nomination.

Self-nominations cannot be made.

Nominations are submitted to the Deputy Vice-Chancellor (Academic) via [Honorary.Titles.Admin@utas.edu.au](mailto:Honorary.Titles.Admin@utas.edu.au) in sufficient time to receive clearance for referral by the Vice-Chancellor to the next Ceremonial and Honorary Degrees Committee meeting which occurs at least twice each year. Endorsed nominations will be referred by the Ceremonial and Honorary Degrees Committee, through the University Secretary, to the next University Council meeting for consideration.

The Chancellor will notify successful nominees of their conferral and copy the notification to the relevant Executive Dean/Head of Division and People and Recruitment Shared Services.

### 1.2. Being a Professor Emerita/Professor Emeritus

A Professor Emerita/Professor Emeritus or Distinguished Professor Emerita/Distinguished Professor Emeritus is, for all purposes of courtesy and on ceremonial occasions, to be regarded as a professor of the University. Title holders receive no remuneration, are not employees of the University, and are not eligible to be members of Academic Senate, or to supervise other staff or honorary title holders.

Professors Emeritae/Emeriti intending to make an ongoing contribution to the University's learning and teaching, or research activities after they leave their University employment must seek a separate appointment as an Adjunct Professor or Adjunct Clinical Professor through the relevant School, College or Division. An Adjunct Professor appointment is a specified period during which the appointee has agreed to undertake a specific program of work, under a University line manager, which is of benefit to the School, College or Division's strategic priorities. As part of the adjunct appointment process, the College/Division may determine whether to provide any University resources (office space etc) to support that work.

The title Professor Emerita/Professor Emeritus does not confer any entitlements or place any obligations upon the holder. The appointment will be recorded by People and Recruitment Shared Services on the University's systems and the title holder will have a University email address which will be the University's primary method of communication with a title holder. University network and internet access and use of the Library's information resources will also be provided. Provision of any other facilities or resources, such as office space or IT equipment, is at the discretion of the College Executive Dean or Head of Division.

Before attending any University campus a Professor Emerita/Professor Emeritus must be familiar with the University's strategies to keep people safe and any current requirements for access to University buildings or activities. These may include attending health screening stations and complying with any vaccination mandate. Information about current requirements is published on the University's web and intranet sites.

### 1.3. Revocation of title

Council may, on the recommendation of the Vice-Chancellor to the Ceremonial and Honorary Degrees Committee, revoke the conferred title if deemed necessary to protect the integrity of the award, for example, if the recipient behaves in a manner that is contrary to the University's values or expectations of behaviour.

## 2. Honorary academic title for current professorial staff

The title 'Distinguished Professor' was conferred by the University Council on eminent University of Tasmania professors who were:

- current members of staff;
- of exceptional distinction; and
- had made an outstanding and sustained contribution in their field/discipline and to the University.

Distinguished Professor titles conferred before 13 December 2013 will be retained until the Distinguished Professor retires or resigns from the University of Tasmania.

Distinguished Professor titles conferred after 13 December 2013 were awarded for a fixed term, normally five years and the University Council may renew the title for a further term/s on the advice of the Vice-Chancellor.

From 2021 the University has determined that no new Distinguished Professor titles will be conferred.

The title of Distinguished Professor lapses immediately on the title holder's retirement or resignation from the University of Tasmania. Should Council confer the title of Professor Emerita/Professor Emeritus on someone who was, at the time of their retirement or resignation a Distinguished Professor they will be conferred the title of Distinguished Professor Emerita/Distinguished Professor Emeritus. The title is conferred for the life of the title holder.

### 2.1. Revocation of Title

Council may, on the recommendation of the Vice-Chancellor to the Ceremonial and Honorary Degrees Committee, revoke the conferred title if deemed necessary to protect the integrity of the award, for example, if the recipient behaves in a manner that is contrary to the University's values or expectations of behaviour.

## Versions

<u>Version</u>	<b>Action</b>	<b>Approved by</b>	<b>Responsible Officer/s</b>	<b>Approval Date</b>
1	Approved	Provost	Provost	21 February 2021
2	Approved	Provost	Provost	23 March 2022
3	Minor amendment approved (position title changes)	Director Governance and Compliance	Deputy Vice-Chancellor (Academic)	16 May 2022