

# EMERITUS EMPLOYEE OF THE UNIVERSITY POLICY AND PROCEDURE



## CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT .....	1
4	PROCEDURE .....	2
	Emeritus Chancellor of the University .....	2
	Emeritus Professor of the University.....	2
	Emeritus Fellow of the University.....	3
	Entitlements .....	4
	Removal of Emeritus Status .....	4
5	RESPONSIBILITIES .....	5
	Compliance, monitoring and review .....	5
	Reporting.....	5
	Records management.....	5
6	DEFINITIONS .....	5
7	RELATED LEGISLATION AND DOCUMENTS.....	5
8	FEEDBACK.....	5
9	APPROVAL AND REVIEW DETAILS.....	6

## 1 PURPOSE

- 1.1 This policy and procedure outlines the process for conferring the title of Emeritus to CQUniversity employees.

## 2 SCOPE

- 2.1 This document applies to the appointment of Emeritus employees to the University – Emeritus Chancellor, Emeritus Professor and Emeritus Fellow.

## 3 POLICY STATEMENT

- 3.1 The title of Emeritus may be given to employees leaving the University, who have rendered many years of dedicated service to the University, to recognise their important contributions to the University and its community. Conferring of such an appointment is also recognition that the University believes that the employee's continued formal association with the University may be beneficial to the reputation of the University.
- 3.2 Emeritus status is a privilege and not a right, and is awarded by the University Council, at its discretion. It is an honorary title and does not include the right to any form of entitlement from the University beyond the use of the honorary title.
- 3.3 Self-nomination is not permitted.
- 3.4 There may be value in an Emeritus appointment having a continuing relationship with the University. The details of any such relationship will be a matter of negotiation between the Vice-Chancellor and President and the Emeritus appointee.

- 3.5 An Emeritus appointment will be regarded as an Emeritus appointment of the University, but no membership of any committee or board of the University or specific entitlement to use University facilities will accrue from this status.
- 3.6 Those with an Emeritus status will receive a suitably designed and inscribed framed certificate testifying to this effect, signed by the current Chancellor and Vice-Chancellor and President, to be presented at a Graduation Ceremony of the University or another appropriate occasion.
- 3.7 Emeritus appointments do not normally receive remuneration, although they may be employed by the University on a part-time basis for a limited time.
- 3.8 Emeritus appointments are encouraged to attend University activities and functions. Emeritus Chancellors and Emeritus Professors and will be added to the official guest lists maintained for such purposes by University Life.

## **4 PROCEDURE**

### **Emeritus Chancellor of the University**

- 4.1 In exceptional circumstances, Council may resolve to recognise the distinguished service of a former Chancellor to the University through the presentation of the title of Emeritus Chancellor
- 4.2 The Vice-Chancellor and President may nominate an outgoing Chancellor for appointment as Emeritus Chancellor to the Ceremonial and Honorary Awards Committee. Nominations will be submitted on the [Emeritus Employee Nomination Form](#), with the appropriate supporting documentation.
- 4.3 Appointment as an Emeritus Chancellor will be determined by Council, upon recommendation from the Ceremonial and Honorary Awards Committee, and cannot take effect until the day following the Chancellor's separation from the University at the earliest.
- 4.4 The decision of the Council in relation to the appointment or non-appointment as an Emeritus Chancellor of the University is final.
- 4.5 The Ceremonial and Honorary Awards Committee will consider each of the following criteria with regard to the circumstances of each particular nomination. No particular criteria is essential, and the relative weight given to each will be at the Committee's discretion:
  - length of service as a Chancellor
  - curriculum vitae
  - achievements on behalf of the University whilst Chancellor
  - standing and reputation in the community
  - contribution to University life in general, and
  - contribution to national public life.

### **Emeritus Professor of the University**

- 4.6 A person who is a remunerated Professor of the University will, on separation from the University, be eligible to be appointed an Emeritus Professor of the University.
- 4.7 Appointment as an Emeritus Professor upon separation is not an automatic entitlement. Rather, it is recognition that the Professor has, through their association with the University:
  - earned particular personal, professional, and/or community distinction
  - added in a particularly distinguished way through leadership and/or personal performance to the reputation of the University for research, scholarship, teaching, academic innovation, management and/or community service, and/or
  - significantly enhanced the profile, reputation, and/or standing of the University within the higher education sector and/or the community at large through their work.

- 4.8 The Vice-President (Academic) or Vice-President (Research) may sponsor an Emeritus Professor nomination to the Ceremonial and Honorary Awards Committee.
- 4.9 Nominations must comprise a completed [Emeritus Employee Nomination Form](#), supporting reports from three Professors of the University, a brief, up-to-date curriculum vitae of the candidate, and a one page statement of support from the Vice-President (Academic) or Vice-President (Research).
- 4.10 Appointment as an Emeritus Professor will be determined by Council, upon recommendation from the Ceremonial and Honorary Awards Committee, and cannot take effect until at least the day following the Professor's separation from the University.
- 4.11 The decision of the Council in relation to the appointment or non-appointment as an Emeritus Professor of the University is final.
- 4.12 The Ceremonial and Honorary Awards Committee will consider each of the following criteria with regard to the circumstances of each particular nomination. No particular criterion is essential, and the relative weight given to each will be at the Ceremonial and Honorary Awards Committee's discretion:
- their length of service as a Professor, both at the University and elsewhere. Their length of service as a Professor at the University should normally be a minimum of five years
  - their achievements in the areas of research, scholarship, teaching, leadership, management, academic innovation, community service, and/or service to the profession or discipline that are or have been particularly pertinent to their responsibilities
  - their standing and reputation in any of the above within the Australian and/or international higher education communities, and/or professional bodies
  - their contribution to University life in general, and
  - their contribution to national public life.
- 4.13 While particular weight should be given to achievements during their tenure at the University, earlier lifetime achievements may be taken into account, especially if their separation marks the coming to the end of their career in the University sector, and/or they are 55 years of age or older at the date of separation.
- 4.14 The Ceremonial and Honorary Awards Committee will take into account the current curriculum vitae, and any associated documentation of achievements. The Committee may also seek such other documentation and advice, at its absolute discretion, as it sees fit. Professors will not normally be interviewed, however the Chair of the Ceremonial and Honorary Awards Committee may, at their discretion, consult with the Professor to clarify any matter/s on which the Ceremonial and Honorary Awards Committee requires guidance. It is the responsibility of the Professor to ensure that the curriculum vitae and any other associated documents submitted for consideration are current, comprehensive, and accurate.
- 4.15 Appointment as an Emeritus Professor is always as an Emeritus Professor of the University, and not of a discipline, Faculty, School, Campus, or other academic or business area of the University.
- 4.16 In all work produced for publication or other forms of recognition facilitated in whole or part by the exercise of any continued relationship with the University, the Emeritus Professor's status will be acknowledged and cited for publication (or other appropriate form of recognition) as an affiliation (along with any other relevant affiliations). If any such work represents a research achievement, it must be advised to the Office of Research for incorporation in data for the University's Annual Report and other data recording University research productivity and achievements.

### **Emeritus Fellow of the University**

- 4.17 Academic employees will, on separation from the University, be eligible to be nominated for emeritus fellow status to recognise their meritorious performance and providing service above the level normally expected of an employee within the University community. Employees can not be nominated until the date of their separation from the University has been formally established.
- 4.18 Nominations will be submitted on the [Emeritus Employee Nomination Form](#), with the appropriate supporting documentation, and must be sponsored by the Vice-President (Academic) or Vice-President (Research).

- 4.19 Nominations will be considered by the Vice-Chancellor and President prior to forwarding to the Ceremonial and Honorary Awards Committee for consideration.
- 4.20 Appointment as an Emeritus Fellow of the University will be determined by Council, upon recommendation from the Ceremonial and Honorary Awards Committee, and cannot take effect until the day following the academic employee's separation from the University at the earliest.
- 4.21 The decision of the Council in relation to the decision to make an employee a Fellow of the University is final.
- 4.22 The Ceremonial and Honorary Awards Committee will consider each of the following criteria with regard to the circumstances of each particular nomination. No particular criterion is essential, and the relative weight given to each will be at the Ceremonial and Honorary Awards Committee's discretion:
- employees will normally have a minimum of five years full-time equivalent of service to the University. The People and Culture Directorate should be contacted to determine a particular employee's eligibility and confirmation should be included in the submission
  - the employee's achievements in those areas of research, scholarship, teaching, leadership, management, academic innovation, community service, and/or service to the profession or discipline that are or have been particularly pertinent to his or her responsibilities as an employee
  - the employee's standing and reputation in any of the above within the Australian and/or international higher education communities, and/or professional bodies
  - the employee's contribution to public life, and
  - the employee's contribution to University life in general.
- 4.23 The Ceremonial and Honorary Awards Committee will take into account the current curriculum vitae or resume, and any associated documentation of achievements, of the employee. In addition, it may seek such other documentation and advice, at its absolute discretion, as it sees fit.
- 4.24 Appointment as an Emeritus Fellow is always as an Emeritus Fellow of the University, and not of a discipline, Faculty, School, Campus, or other academic or business area of the University.
- 4.25 In all work produced for publication or other forms of recognition facilitated in whole or part by the exercise of any continued relationship with the University, the Emeritus Fellow's status will be acknowledged and cited for publication (or other appropriate form of recognition) as an affiliation (along with any other relevant affiliations). If any such work represents a research achievement, it must be advised to the Office of Research for incorporation in data for the University's Annual Report and other data recording University research productivity and achievements.

## **Entitlements**

- 4.26 Those with Emeritus status may use the University Library and other University facilities appropriate to the nature of their involvement with the University, which may include office accommodation and access to the University's information technology network and telephone system. Those with Emeritus status are also entitled to a University business card.

## **Removal of Emeritus Status**

- 4.27 Emeritus status may be removed by Council, upon recommendation from the Ceremonial and Honorary Awards Committee, at any time.
- 4.28 Reasons for removal of Emeritus status are not limited to, but may include:
- misconduct e.g. plagiarism, inappropriate behaviour, or
  - bringing the University into disrepute.
- 4.29 Upon removal of the award, the person will be advised by University Life, in writing, that they are no longer to cite or imply that they are a recipient of that award, and a noting including the date the award was revoked will be placed on files held by the People and Culture Directorate.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The University Secretary is responsible for implementing, monitoring and reviewing this policy and procedure.
- 5.2 The Vice-President (Academic) is responsible for ensuring compliance when assessing a professor's eligibility to be appointed as an Emeritus Professor.
- 5.3 The People and Culture Directorate is responsible for reviewing all nominations for Emeritus employee status eligibility.
- 5.4 The Vice-Chancellor and President is responsible for ensuring compliance when assessing:
- a Chancellor's eligibility to be appointed as an Emeritus Chancellor, and
  - an employee's eligibility to be appointed as an Emeritus Fellow.

### Reporting

- 5.5 No additional reporting is required.

### Records management

- 5.6 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.7 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

## 7 RELATED LEGISLATION AND DOCUMENTS

[Emeritus Employee Nomination Form](#)

[Honorary and Distinguished Service Awards Policy and Procedure](#) (recognises the achievements of professional employees)

## 8 FEEDBACK

- 8.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	Ceremonial and Honorary Awards Committee (operational amendments only)
Advisory Committee	Ceremonial and Honorary Awards Committee
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