

# EMERITUS STAFF OF THE UNIVERSITY POLICY AND PROCEDURE



## CONTENTS

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

## 1 PURPOSE

- 1.1 CQUniversity recognises the important contributions made by staff members who have rendered many years of dedicated service before leaving the University.
- 1.2 This policy and procedure outlines the process for conferring the title of Emeritus on those staff to establish an ongoing formal association that may be beneficial to the University.

## 2 SCOPE

- 2.1 This document covers the appointment of Emeritus Staff to the University – Emeritus Chancellor, Emeritus Laureate Professor, Emeritus Professor and Emeritus Fellow.

## 3 POLICY STATEMENT

- 3.1 Emeritus status is a privilege and not a right, and is awarded by the University Council, at its discretion.
- 3.2 Self-nomination is not permitted.

### Emeritus Chancellor of the University

- 3.3 In exceptional circumstances, Council may resolve to recognise the distinguished service to the University through the presentation of the title of Emeritus Chancellor of the University to a former Chancellor upon recommendation by the Ceremonial and Honorary Awards Committee (hereafter the 'Committee'). Appointment as an Emeritus Chancellor upon separation is not an automatic entitlement, and self-nomination is not permitted.

- 3.4 Conferring of such an appointment would also be recognition that the University believes that his or her continued formal association with the University may be beneficial to the reputation of the University.
- 3.5 An Emeritus Chancellor 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.

### **Emeritus Professor or Emeritus Laureate Professor of the University**

- 3.6 A person who is a remunerated Professor or Laureate Professor of CQUniversity will, on separation from the University, be eligible to be appointed an Emeritus Professor or Emeritus Laureate Professor of the University.
- 3.7 Appointment as an Emeritus Professor or Emeritus Laureate Professor upon separation is not an automatic entitlement. Rather, it is recognition that the Professor or Laureate 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.
- 3.8 Conferring of such an appointment would also be recognition that the University believes that their continued formal association with the University may be beneficial to the reputation of the University.

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

- 3.9 Academic staff will be awarded Emeritus status in recognition of meritorious performance and service above the level normally expected of a staff member within the University community.
- 3.10 A staff member becomes eligible for appointment to emeritus status once the date of their separation from the University has been formally established. It is intended to honour staff members who have made noteworthy contributions throughout their CQUniversity career. Appointment to emeritus status is not an automatic entitlement for any staff member.

## **4 PROCEDURE**

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

- 4.1 The Vice-Chancellor and President will monitor the separation of Chancellors from the University and may bring them to the attention of the Committee for consideration of their appointment as Emeritus Chancellor. All nominations are to be submitted on the [Emeritus Staff Nomination Form](#), with the appropriate supporting documentation.
- 4.2 Self-nomination is not permitted.
- 4.3 The Committee will consider the nomination put forward by the Vice-Chancellor and President and may make a recommendation to Council to approve the appointment as Emeritus Chancellor.
- 4.4 Appointment as an Emeritus Chancellor will be determined by Council and cannot take effect until the day following the Chancellor's separation from the University at the earliest. In making its determination Council will be advised by the Committee.
- 4.5 The decision of the Council in relation to the appointment or non-appointment as an Emeritus Chancellor of the University is final.
- 4.6 The 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.
- 4.7 The University recognises there may be value in the Emeritus Chancellor 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 Chancellor.
- 4.8 An Emeritus Chancellor shall for all purposes of courtesy and on ceremonial occasions be regarded as an Emeritus Chancellor of the University, but no membership of any committee or board of the University or specific entitlement to use University facilities shall accrue from this status.
- 4.9 A former Chancellor who is appointed an Emeritus Chancellor 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.
- 4.10 Emeritus Chancellors do not normally receive remuneration, although they may be employed by the University on a part-time basis for a limited time.
- 4.11 The University encourages attendance of Emeritus Chancellors at University activities and functions and as such will be added to the official guest lists maintained for such purposes by the University Events Team.

### **Emeritus Professor or Emeritus Laureate Professor of the University**

- 4.12 The Vice-President (Academic) will monitor the resignations of Professors and Laureate Professors from the University and may bring them to the attention of the Committee for consideration of their appointment as Emeritus Professors or Emeritus Laureate Professors. Staff at CQUniversity may also put forward nominations for consideration by the Committee.
- 4.13 Nominations must comprise a completed 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).
- 4.14 Appointment as an Emeritus Professor or Emeritus Laureate Professor will be determined by Council, upon recommendation from the Committee, and cannot take effect until at least the day following the Professor's or Laureate Professor's separation from the University.
- 4.15 The decision of the Council in relation to the appointment or non-appointment as an Emeritus Professor or Emeritus Laureate Professor of the University is final.
- 4.16 The 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 Committee's discretion:
- their length of service as a Professor or Laureate Professor, both at CQUniversity and elsewhere. Their length of service as a Professor or Laureate Professor at CQUniversity 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.

- 4.17 While particular weight should be given to achievements during their tenure at CQUniversity, 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.
- 4.18 The Committee will take into account the current curriculum vitae, and any associated documentation of achievements. In addition it may seek such other documentation and advice, at its absolute discretion, as it sees fit. Professors and Laureate Professors will not normally be interviewed, however the Chair of the Committee may, at their discretion, consult with the Professor or Laureate Professor to clarify any matter/s on which the Committee requires guidance. It is the responsibility of the Professor or Laureate Professor to ensure that the curriculum vitae and any other associated documents submitted for consideration are current, comprehensive, and accurate.
- 4.19 Appointment as an Emeritus Professor or Emeritus Laureate Professor is always as an Emeritus Professor or Emeritus Laureate Professor of the University, and not of a discipline, Faculty, School, Campus, or other academic or organisational unit of the University.
- 4.20 Emeritus Professors and Emeritus Laureate Professors do not normally receive remuneration, although they may be employed by the University on a part-time basis for a limited time.
- 4.21 The University recognises there may be value in the Emeritus Professor or Emeritus Laureate Professor 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 Professor or Emeritus Laureate Professor.
- 4.22 An Emeritus Professor or Emeritus Laureate Professor shall for all purposes of courtesy and on ceremonial occasions be regarded as a Professor or Laureate Professor of the University, but shall accrue no membership of any committee or board of the University or specific entitlement to use University facilities from this status unless otherwise negotiated with the Vice-Chancellor and President.
- 4.23 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 or Emeritus Laureate Professor's status as an Emeritus Professor or Emeritus Laureate Professor of CQUniversity should 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 Research Office for incorporation in data for the University's Annual Report and other data recording University research productivity and achievements.
- 4.24 A Professor or Laureate Professor who is appointed an Emeritus Professor or Emeritus Laureate Professor will receive a suitably designed and inscribed framed certificate testifying to this effect, signed by the Chancellor and Vice-Chancellor and President, to be presented at a Graduation Ceremony of the University or another appropriate occasion.
- 4.25 The University encourages attendance of Emeritus Professors and Emeritus Laureate Professor at University activities and functions and as such will be added to the official guest lists maintained for such purposes by the University Events Team.

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

- 4.26 All academic staff of the University are eligible to be nominated for emeritus status in recognition of service above the level of service normally expected of a staff member within the University community.
- 4.27 All nominations are to be submitted on the [Emeritus Staff Nomination Form](#), with the appropriate supporting documentation.
- 4.28 All nominations will be considered by the Vice-Chancellor and President prior to forwarding to the Committee for consideration. If the Committee determines that a prima facie case has been put forward, the nomination will then be forwarded to Council for consideration.
- 4.29 The decision of the Council in relation to the appointment or non-appointment of a staff member as an Emeritus Fellow of the University is final.

- 4.30 Appointment as an Emeritus Fellow will take effect from the date that it is conferred i.e. the University graduation ceremony.
- 4.31 The 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 Committee's discretion:
- staff 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 staff member's eligibility and confirmation should be included in the submission.
  - the staff member'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 a staff member,
  - the staff member's standing and reputation in any of the above within the Australian and/or international higher education communities, and/or professional bodies,
  - the staff member's contribution to public life, and
  - the staff member's contribution to University life in general.
- 4.32 The Committee will take into account the current curriculum vitae or resume, and any associated documentation of achievements, of the staff member. In addition, it may seek such other documentation and advice, at its absolute discretion, as it sees fit.
- 4.33 The University recognises there may be value in awarding Emeritus Fellows. The details of the relationship will be a matter of negotiation between the Vice-Chancellor and President and the Emeritus Fellow.
- 4.34 The awarding of an Emeritus Fellow does not entitle the staff member to membership of any committee or board of the University or specific entitlement to use University facilities, unless otherwise negotiated with the Vice-Chancellor and President.
- 4.35 Emeritus staff members do not normally receive remuneration, although they may be employed by the University on a part-time basis for a limited time.
- 4.36 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 as an Emeritus Fellow of CQUniversity should 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 Research Office for incorporation in data for the University's Annual Report and other data recording University research productivity and achievements.
- 4.37 A staff member appointed as an Emeritus Fellow will receive a suitably designed and inscribed framed certificate testifying to this effect, signed by the Chancellor and Vice-Chancellor and President, to be presented at a Graduation Ceremony of the University or at another appropriate occasion.
- 4.38 The University encourages attendance of Emeritus Fellows at University activities and functions.

## **Entitlements**

- 4.39 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 (IT) network and telephone system. Those with Emeritus status are also entitled to a University business card.

## **Removal of Emeritus Status**

- 4.40 Emeritus status may be removed by the University at any time.
- 4.41 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.

4.42 Upon removal of the award by the University Council, the person is advised 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 is placed on files held by the People and Culture Directorate.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Vice-President (Academic) is responsible for ensuring compliance when assessing a professor's eligibility to be appointed as an Emeritus Professor.
- 5.2 The People and Culture Directorate is responsible for reviewing all nominations for Emeritus staff status eligibility.
- 5.3 The Vice-Chancellor and President is responsible for ensuring compliance when assessing:
- a Chancellor's eligibility to be appointed as an Emeritus Chancellor, and
  - a staff member's eligibility to be appointed as an Emeritus Fellow.

### Reporting

5.4 No additional reporting is required.

### Records management

- 5.5 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.
- 5.6 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must sought through the Records Management Office (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 Staff Nomination Form](#)

[Honorary Awards Policy and Procedure](#) – refer to the award of Companion of the University to recognise the achievements of professional staff

## 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

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	Council
Advisory Committee	Ceremonial and Honorary Awards Committee
Administrator	Deputy Vice-President (Students)
Next Review Date	2/12/2022

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	Council 10/12/2001
Amendment Authority and Date	Council 12/12/2005; Executive Director (Corporate Services) 05/03/2010; Council 06/05/2013; Council 08/12/2014; Council 25/08/2016; Council 2/12/2019; Editorial Amendment 12/08/2020.
Notes	