

Emeritus Professor Appointments Procedure

Section 1 - Background and Purpose

(1) These Procedures provide for the award of emeritus titles to honour and acknowledge distinguished academic service to La Trobe University ('University').

Section 2 - Scope

(2) These Procedures apply to eligible academic staff members.

Section 3 - Policy Statement

(3) Refer to the [Recruitment Policy](#).

Section 4 - Procedure

Conferring of Title - Professors

(4) On the recommendation of the Vice-Chancellor, Academic Board may confer the title of emeritus professor on any professor or former professor of the University in recognition of distinguished academic service.

Eligibility

(5) Candidates should be able to demonstrate:

- a. internationally recognised research contributions;
- b. direct service to the University through membership on Committees and senior positions held (e.g. Head of School); and
- c. that they are held in high regard in their profession/specialisation in Australia and overseas.

(6) Candidates will normally have served in a senior position in the University for a minimum of 10 years.

Making a Recommendation

(7) The Pro Vice-Chancellor/Head of School/nominator is required to submit a clear written recommendation of support to the Vice-Chancellor and also attach the nominee's curriculum vitae.

Discussion With Potential Nominees

(8) The Pro Vice-Chancellor/Head of School/nominator should discuss their recommendation with potential nominees.

Payment

(9) Appointment as an emeritus professor is honorary (i.e. unpaid).

Entitlements for the Term of Appointment

(10) A University access card will be issued to be used for identification, building access and library purposes.

(11) Subject to the Pro Vice-Chancellor's approval, an emeritus professor may also be granted:

- a. access to school/research centre resources;
- b. use of the University Library on terms similar to those of academic staff;
- c. access to e-mail and internet facilities; and
- d. shared office accommodation.

Formal Arrangements for Conferring the Title

(12) Formal arrangements for the conferral of title will involve the attendance of the recipient or representative at a forthcoming graduation ceremony of their former College

Status

(13) For all purposes of courtesy and on ceremonial occasions, an emeritus professor is regarded respectively as a professor of the University, but is not eligible to be a member of the Academic Board or ex officio member of any College.

Obligations of Appointees

(14) Emeritus professors will be required to comply with relevant legislation, the University's Code of Conduct, rules, policies and procedures and to conduct themselves in a way that is appropriate and does not compromise the University's reputation.

Intellectual Property

(15) Emeritus professors working within the University and collaborating with University staff may be required to enter into an agreement with the University concerning issues such as the ownership of intellectual property and confidentiality. For further information contact the Research Office.

Rooms and Facilities - Retiring Staff

(16) A retiring staff member given emeriti status may at the discretion of the Head of School have rooms and facilities provided. This is subject to the approval of the Pro Vice-Chancellor of the College or when the unit is not part of a College, on the initiative of the head of the unit. Also refer to the Emeritus, Adjunct and Honorary Staff Space Allocation Policy.

Removal of Title

(17) The title is conferred in perpetuity. However, the University retains the right to remove the title in certain circumstances, e.g. the conferee commits a serious criminal offence, a conflict of interest arises or it is considered that damage may be caused to the reputation of the University by continued association with the person.

Section 5 - Definitions

(18) For the purpose of this procedure:

- a. Emeritus Professor is the honour conferred by the University on a former professor in recognition of distinguished academic service to the University.

Status and Details

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Effective Date	22nd November 2016
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