

# Emeritus Professor Procedure

## Section 1 - Purpose and Objectives

(1) This Procedure outlines the process for conferral of the title 'Emeritus Professor' at The University of Queensland.

## Section 2 - Definitions, Terms, Acronyms

Term	Definition
Head	Head of School or equivalent level.

## Section 3 - Procedure Scope/Coverage

(2) This Procedure applies to the conferral of the title 'Emeritus Professor' on outstanding professorial staff who have either retired or resigned from the University.

## Section 4 - Procedure Statement

(3) The Head should make a written recommendation for conferral of the title 'Emeritus Professor' to the appropriate Executive Dean/Institute Director. Recommendations must include the nominee's summarised biographical information, academic achievements and contributions to the University.

(4) The Executive Dean/Institute Director will provide additional comment on the recommendation and forward the completed recommendation to the Vice-Chancellor for consideration and approval. The Vice-Chancellor will inform the nominee of the decision in writing.

(5) The Office of the Vice-Chancellor will advise the relevant officers of the University (Executive Dean/Institute Director and Head), relevant Human Resources Client Partner, and the Academic Policy and Programs unit, of the conferral of the title.

(6) The relevant HR staff will enter the Emeritus Professor information into the human resources information system.

(7) Where the title is conferred, it will be effective from the date of retirement, resignation effective date or date approved by the Vice-Chancellor, whichever is the later.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	5th July 2012
<b>Review Date</b>	28th June 2015
<b>Approval Authority</b>	Chief Human Resources Officer
<b>Approval Date</b>	5th July 2012
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Phil Vaughan Chief Human Resources Officer
<b>Enquiries Contact</b>	Human Resources Division