



**Award of the titles of Emeritus Professor, John  
Curtin Distinguished Emeritus Professor, John Curtin  
Distinguished Professor and John Curtin Distinguished  
Visiting Professor Procedures**

**1. COMPLIANCE OBLIGATION SUPPORTED**

[\*Honorary Awards Policy\*](#)

**2. PROCEDURAL DETAILS**

**2.1 Nominations for the titles of Emeritus Professor, John Curtin Distinguished Emeritus Professor, John Curtin Distinguished Professor and John Curtin Distinguished Visiting Professor**

- 2.1.1 A call for nominations for the award of these titles will be made on a regular basis.
- 2.1.2 Nominations are encouraged for individuals from diverse backgrounds, in support of gender equity and diversity.
- 2.1.3 Nominations will be treated confidentially at all stages, wherever possible. A nominee may be advised of their nomination to enable provision of supporting documentation.
- 2.1.4 Only the Vice-Chancellor, Provost, Deputy Vice-Chancellors and Pro Vice-Chancellors may nominate candidates for the award of these titles.
- 2.1.5 Nominations will be submitted using the relevant [nomination form](#).
- 2.1.6 Where a nomination for the award of the titles of John Curtin Distinguished Professor and John Curtin Distinguished Visiting Professor is made by a Faculty or Global campus Pro Vice-Chancellor:
  - a) the nominee must be associated with that Pro Vice-Chancellor's Faculty or Global campus; and
  - b) the Faculty or Global Pro Vice-Chancellor will have:
    - i) convened a small Faculty or Global campus group which is to include the Pro Vice-Chancellor, Dean, Research (or equivalent) and one Head of School (or equivalent) to select the best possible candidate(s) from that Faculty or Global campus; and
    - ii) provided a written assurance that they consider that the nominee(s) is the best candidate from the relevant Faculty or Global campus for that specific title.

**2.2 Review of nominations**

- 2.2.1 The Secretariat will:
  - a) conduct an initial review of nominations to ensure:
    - i) all relevant criteria have been addressed; and
    - ii) all supporting documentation has been provided.
  - b) forward completed nominations to the Honorary Awards and Appointments Committee (HAAC) for consideration.
- 2.2.2 The HAAC will:
  - a) assess nominees against the award criteria;
  - b) obtain and consider any additional information considered necessary;

- c) ensure due diligence processes have been undertaken;
- d) consider whether a nominee would be better suited to an award other than the one for which they have been nominated; and
- e) recommend nominations to the Vice-Chancellor for approval.

2.2.3 The Vice-Chancellor will:

- a) consider the recommended nominations;
- b) obtain and consider any additional information considered necessary;
- c) approve any award of the titles, provisional upon confirmation of the nominee's willingness to accept the award; and
- d) approve any renewal of the award of the title of John Curtin Visiting Professor for a consecutive period.

## 2.3 Notification of decision

- 2.3.1 The Vice-Chancellor will inform the successful nominee(s) and nominator(s) advising them of the decision and will invite the recipient to accept the award of the title.
- 2.3.2 The Office of the Vice-Chancellor will advise the relevant officers of the University (Pro Vice-Chancellor and Head of School) and People and Culture of the conferral of the titles.
- 2.3.3 People and Culture will enter the Emeritus Professor, John Curtin Distinguished Emeritus Professor, John Curtin Distinguished Professor or John Curtin Distinguished Visiting Professor titles into the human resources system.
- 2.3.4 Where a nomination is unsuccessful, the Vice-Chancellor will advise the nominator of the outcome.
- 2.3.5 Although the term Emeritus is used in the [Honorary Awards Policy](#) and these procedures and in notification and conferral of the award, the recipient may choose to use the title Emeritus or Emerita.

## 2.4 Event in celebration of the award

- 2.4.1 The awarding of the titles Emeritus Professor, John Curtin Distinguished Emeritus Professor, John Curtin Distinguished Professor and John Curtin Distinguished Visiting Professor will be celebrated at an appropriate event as determined by the Vice-Chancellor and managed by University Events.

## 2.5 Duration of the titles

- 2.5.1 The titles Emeritus Professor and John Curtin Distinguished Emeritus Professor will normally be awarded for life.
- 2.5.2 The title John Curtin Distinguished Professor will normally be awarded until the retirement or resignation of the Professor from the University.
- 2.5.3 The title John Curtin Distinguished Visiting Professor will normally be awarded for five years or until the appointment to the University as Visiting Professor concludes. The title may be awarded for consecutive periods on recommendation of the relevant Pro Vice-Chancellor and subject to the approval of the Vice-Chancellor.

## 2.6 Benefits and entitlements of recipients

### **Emeritus Professor or John Curtin Distinguished Emeritus Professor**

- 2.6.1 A person who has been awarded the title of Emeritus Professor or John Curtin Distinguished Emeritus Professor is entitled to use that title in all situations and for all correspondence, from the date of retirement or the date the award of the title was approved, whichever is the latter.
- 2.6.2 An Emeritus Professor or John Curtin Distinguished Emeritus Professor is not an employee of the University. The titles Emeritus Professor and John Curtin Distinguished Emeritus Professor do not confer any entitlements upon the holder beyond usage of the title itself, access to a Curtin email account and University Library Services.
- 2.6.3 An Emeritus Professor or John Curtin Distinguished Emeritus Professor receives no remuneration from the University, except where approved by the relevant Executive Manager under clause 2.6.5.
- 2.6.4 The relevant Executive Manager may specify and authorise additional privileges on the

holders of the titles such as:

- a) use of space, including office space and access to research facilities;
  - b) approval to supervise Higher Degree by Research students in accordance with the [Higher Degree by Research \(HDR\) Supervision Policy](#);
  - c) the ability to submit research grant applications (for eligible external schemes) via the University; and
  - d) membership of an Advisory Council.
- 2.6.5 Any additional privileges will be detailed in a written agreement between the Executive Manager and the Emeritus Professor or John Curtin Distinguished Emeritus Professor and will be managed locally.
- 2.6.6 The University will maintain the required worker's compensation and public liability insurance in accordance with its obligations under the relevant legislation in relation to Emeritus Professors and John Curtin Distinguished Emeritus Professors performing professional services under the auspices of the University.

#### **John Curtin Distinguished Professor or John Curtin Distinguished Visiting Professor**

- 2.6.7 A person who has been awarded the title of John Curtin Distinguished Professor or John Curtin Distinguished Visiting Professor is entitled to use that title in all situations, and for all correspondence.
- 2.6.8 The title does not confer any entitlements or place any obligations upon the holder, beyond the usage of the title itself.
- 2.6.9 A person who holds either of these titles will be invited to appropriate University events.
- 2.6.10 There is no additional remuneration payable in respect of a John Curtin Distinguished Professor.
- 2.6.11 Benefits and entitlements for a John Curtin Distinguished Visiting Professor are in accordance with the University's [Appointment of Visiting or Adjunct Staff Procedures](#).

### **2.7 Obligations of recipients**

- 2.7.1 An Emeritus Professor, John Curtin Distinguished Emeritus Professor, John Curtin Distinguished Professor and John Curtin Distinguished Visiting Professor will adhere to the Curtin University Code of Conduct.

## **3. RESPONSIBILITIES**

Responsibilities are as set out in Section 2.

## **4. SCOPE OF PROCEDURES**

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including, whether as a visitor, adjunct appointee, service provider, or contractor).

## **5. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definition](#). Any defined terms below are specific to this document)

## **6. SCHEDULES**

*Nil*

## **7. RELATED DOCUMENTS/LINKS/FORMS**

[Appointment of Visiting or Adjunct Staff Procedures](#)

[Higher Degree by Research \(HDR\) Supervision Policy](#)

[Honorary Awards Policy](#)

[Higher Education Standards Framework \(HESF\) 2021: Standard 6.3.1 a](#)

[Nomination Form](#)

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<b>Policy Manager</b>	Provost
<b>Approval Authority</b>	Honorary Awards and Appointments Committee
<b>Review Date</b>	1 <sup>st</sup> April 2029

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	28/05/2025	Honorary Awards and Appointments Committee	HAAC CR 03/25	Circular resolution CR 03/25