



## PROFESSOR EMERITUS GUIDELINES

The University awards the title of Professor Emeritus to professors whose service and leadership within the University up to the point of their retirement or resignation was unquestionably outstanding. If awarded the title of Professor Emeritus, a professor joins a select group of former professors of the University.

8.1. The University Appointments and Promotions Committee (UAPC) may award the title of Professor Emeritus to recognise exceptional and sustained service to the University by professors who are retiring or resigning from the University.

8.2. Normally a professor will have held a professorial appointment at the University for no less than 10 years to be considered for the title of Professor Emeritus. During that period, and in earlier ranks, professors will have excelled in their contribution to the development of the University and in their individual academic careers. In considering a professor for the award of the title of Professor Emeritus, UAPC will take into account:

- the duration, distinction and legacy of service and leadership within the University, across all ranks but particularly as a professor;
- the extent of scholarly engagement and influence with communities, professions, business and industry;
- the pre-eminence of academic achievements.

8.3. The approval process for the award of the title is:

- the dean forwards a recommendation to the UAPC, including advice from relevant discipline experts
- UAPC considers and where appropriate approves the award of the title
- in exceptional circumstances, the appointment may be recommended directly by the Vice-Chancellor, Provost, Deputy Vice-Chancellors, or President of Academic Board. In these cases, there would normally be prior consultation with the dean.

8.4. UAPC may award the title of Melbourne Laureate Professor Emeritus if appointment prior to retirement was as a University of Melbourne Laureate Professor.

8.5. UAPC may award the title of Redmond Barry Distinguished Professor Emeritus if appointment prior to retirement was as a Redmond Barry Distinguished Professor.

8.6. In addition to the award of the title of Professor Emeritus and at the discretion of the dean, a professor may simultaneously hold an honorary Professorial Fellow appointment for a fixed term period while there is an active and ongoing contribution to the University.

8.7. A person who has not held a salaried appointment as a professor of the University is not eligible for the award of the title of Professor Emeritus.

8.8. The title of Professor Emeritus is conferred in perpetuity, however, Council on advice from UAPC, may determine when the title and the privileges associated with its use are to cease.

8.9. A professor awarded the title Professor Emeritus will be provided with formal recognition of the award and will be presented with an official scroll to recognise the significant achievement and sustained distinguished service at an appropriate official University ceremony, such as a Graduation Ceremony, Meeting of the Council, Meeting of the Academic Board or a formal retirement function.



8.10. A Professor Emeritus is entitled to:

- attend ceremonial occasions such as graduation
- have access to a University email account
- have access to library facilities
- apply for membership of other facilities available to staff (eg University House, MU Sport, car parking)

8.11. A Professor Emeritus is not entitled, by virtue of this award, to:

- membership of the Academic Board or faculty or graduate school committees
- remuneration
- office accommodation and faculty or graduate school resources or telecommunications (other than email)

**DOCUMENTATION FOR APPOINTMENT AS EMERITUS PROFESSOR** (Faculty of Medicine, Dentistry and Health Sciences)

If you are invited to submit an application, you will then need to provide:

1. Your up-to-date CV and list of publications (see suggested format [here](#)) – only necessary if there are any changes to the one submitted with your EOI completed [Department Application Process Form](#)
2. A letter of recommendation from relevant Head of Department or Head of Melbourne Medical School.