

Award of Emeritus/Emerita Professor, Emeritus Fellow and Honorary University Fellow Titles

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OVERVIEW

The policy provides for the award of emeritus titles to honour and acknowledge distinguished and sustained service to the University.

SCOPE AND APPLICATION

This policy applies to academic & professional staff and members of the broader university community who have given distinguished and sustained service to the University.

POLICY PRINCIPLES

Emeritus Professor

The title “Emeritus Professor”, or at the request of the conferee “Emerita Professor”, may be conferred on professors for distinguished and sustained service to the University:

- a) on their retirement; or
- b) on their leaving the University to take up an appointment elsewhere when they are unlikely to return to the University of Adelaide to work.

Emeritus Fellow

The award of “Emeritus Fellow”, or at the request of the conferee “Emerita Fellow”, will be exceptional in nature and may be conferred on academic or professional staff for distinguished and sustained service which is demonstrably beyond the level of service usually expected of a senior staff member:

- a) on their retirement; or
- b) on their leaving the University to take up an appointment elsewhere when they are unlikely to return to the University of Adelaide to work.

Honorary University Fellow

The award of “Honorary University Fellow” will be exceptional in nature and may be conferred on a member of the broader University community to recognise significant meritorious service to the University.

Report to Council

The Vice-Chancellor and President will report to the Council on the names and contributions of those people whose names have been approved for inclusion on the Emeritus Roll.

Use of Title

Those people whose names have been approved for inclusion on the Emeritus Roll may, except where the title has been revoked by resolution of the Council, use the Honorary title.

Authorities

Key	Authority Category	Authority	Delegation Holder	Limits
Human Resources	Emeritus/Emerita Professor, Emeritus/Emerita Fellow, Honorary University Fellow	Approve the conferring of emeritus/emera title on behalf of Council	Vice-Chancellor and President	NT
Human Resources	Emeritus/Emerita Professor, Emeritus/Emerita Fellow, Honorary University Fellow	Approve the termination of emeritus/emera title on behalf of Council	Vice-Chancellor and President	NT

PROCEDURES

1. The application for an award under this policy must be made on the prescribed [nomination form](#). Nominations may be made by a Deputy Vice-Chancellor, Executive Dean or (excluding nominations for academic staff) the Chief Operating Officer.
2. Upon receipt of the completed nomination form and supporting documentation, the Council Secretariat will submit the nomination to the Vice-Chancellor and President, along with a draft letter to the nominee.
3. If the Vice-Chancellor and President is satisfied that the award of the title is warranted, then the Vice-Chancellor and President, on behalf of Council may confer the emeritus/emera or honorary title
4. On approval:
 - a) The Vice-Chancellor and President will report to Council on the award.
 - b) A copy of the Vice-Chancellor's letter will be sent to the nominator, the Human Resources Service Centre and the University Archives, who will update the relevant roll on the University's web site.
5. A title awarded under this policy may, on the recommendation of the Vice-Chancellor and President, be revoked by resolution of the Council.

DEFINITION

Sustained service is defined as a minimum of 10 years' service to the University (not necessarily all at professorial level in the case of Emeritus/Emerita Professor) except where a special case is made.

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Policy custodian	Vice-Chancellor and President
Responsible policy officer	Director, Governance Services
Approved by	University Council on 26 April 2016 Reviewed by the Vice-Chancellor and President on 15 April 2020 Reviewed by the Vice-Chancellor and President on 16 December 2022
Related Policies	Conferral of Honorary Roles Policy Conferral of Honorary Roles Guidelines
Superseded Policies	Award of Emeritus Professor and Emeritus Fellow Title Policy and Guidelines
Effective from	16 December 2022
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Contact for queries about the policy	Contact the Council Secretariat, email: council.secretary@adelaide.edu.au