

# APPOINTMENT TO EMINENT PROFESSORIAL POSITIONS PROCEDURE

## SCOPE

This procedure applies to academic and other University staff involved in administering appointments to the following eminent professorial positions:

- Sir John Monash Distinguished Professor
- Vice-Chancellor's Professorial Fellow
- Named Chair
- Sponsored Chair
- Professorial Fellow
- Emeritus Professor
- Sir Louis Matheson Distinguished Visiting Professor

## PROCEDURE STATEMENT

This procedure outlines the above eminent professorial positions and the related appointment processes. The appointment processes are coordinated and managed by Monash HR.

Group Managers, HR Business Partnering provide advice and support to Deans as required.

### 1. Sir John Monash Distinguished Professor

#### Position outline

- 1.1 Sir John Monash Distinguished Professorships were established as a mechanism for conferring a highly distinguished title on Monash University professors of exceptional distinction.
- 1.2 The criteria for appointment as a Sir John Monash Distinguished Professor ("SJMDP") require exceptional academic distinction and significant and sustained contributions to the professor's discipline, the University and the community. The criteria for appointment as a SJMDP can be accessed [here](#).
- 1.3 Not more than ten Professors may hold the title of SJMDP at any point in time. Normally, no more than three new SJMDPs should be appointed over a five-year period. These limits ensure that the distinction and prestige of the SJMDP title is maintained.
- 1.4 Appointment as a SJMDP is for a period of up to five years and may be renewed.
- 1.5 If an appointee resigns or retires during the period of appointment as a SJMDP, the appointee ceases to hold the title. However, if at the time of resignation or retirement the appointee is eligible for conferral of the title of Emeritus Professor, the appointee may be awarded the title of Emeritus Sir John Monash Distinguished Professor. There is no limit to the number of SJMDPs who, in retirement, hold the title of Emeritus SJMDP.

#### Appointment process

- 1.6 This process is coordinated by the Manager, Senior Executive Appointments, Monash HR.
- 1.7 A SJMDP is appointed through a nomination process, in which:
  - The Provost and Senior Vice-President seeks appropriate advice from the Deans, about professors suitable to nominate as a SJMDP and submits those nominations to the SJMDP Committee.
  - The Committee is able to make additional nominations.
  - The Committee considers all nominations and recommends (or not) candidates for consideration by the President and Vice-Chancellor and Council.
- 1.8 The SJMDP Committee is governed by the following operational arrangements:

- The Committee is an advisory committee that meets to consider candidates for appointment.
- The Committee resolves whether to recommend (or not recommend) any nominees to the President and Vice-Chancellor. In the event of such recommendation(s), the President and Vice-Chancellor meets with the recommended nominee(s) and determines whether to recommend to Council conferral of the title.
- Towards the expiry of each SJMDP appointment, the Committee resolves whether to recommend re-appointment.
- In the case of a SJMDP resigning or retiring and who, at the time, would be eligible for conferral of the title of Emeritus Professor, the Committee resolves whether to recommend conferral of the title of Emeritus Sir John Monash Distinguished Professor for President and Vice-Chancellor consideration and Council approval.

## 2. Vice-Chancellor's Professorial Fellow

### Position outline

- 2.1 Vice-Chancellor's Professorial Fellows ("VCPFs") are persons of national and international eminence. They are involved with a particular area, such as performance or policy, and a Faculty in sharing their expertise and experience. They are integral to the University's outreach in encouraging public intellectual discourse and debate, leadership development, and mentorship to students and staff.
- 2.2 VCPFs are bestowed with the title of Professor for the duration of their appointment at the University.
- 2.3 Appointment is for a period of up to three years and ideally, the cohort of VCPFs will number less than ten.

### Appointment process

- 2.4 This process is coordinated by the Manager, Senior Executive Appointments, Monash HR.
- 2.5 Appointment of VCPFs is at the discretion of the Vice-Chancellor.

## 3. Named Chair

### Position outline

- 3.1 A professorial position can be named in honour of:
  - A person of historical importance to the relevant discipline and/or profession or the University; and/or
  - Major philanthropy to the University ("Named Chair").
- 3.2 Named Chairs shall comprise up to approximately 5% of a faculty's paid professoriate. In a faculty of less than ten paid professors, there would be one Named Chair.
- 3.3 Generally, a Chair cannot be named for a person for whom the University has named something, such as a building, room, or lecture series. If the Dean believes that there is an exceptional case whereby naming should be duplicated, the Dean's proposal to establish the Chair must address this issue.
- 3.4 Only an outstanding candidate who has made a significant contribution to the discipline is eligible to be appointed to a Named Chair.
- 3.5 Appointment is for a fixed period of five years. The appointment may be renewed for periods of up to five years provided that the appointee has demonstrated continuing, significant contributions to the appointee's discipline and faculty, and to the University. If reappointment to the Named Chair is not offered, a case for further appointment to a professorial position can be submitted by the Dean.

### Establishment of the position

- 3.6 The Dean submits to Monash HR, Recruitment a proposal to establish and fill a Named Chair.
- 3.7 The proposal must include the reasons why the position should be named in the manner proposed.
- 3.8 Monash HR, Recruitment will send the submission to the President, Academic Board, and the Provost for endorsement and, upon endorsement, to the Vice-Chancellor for approval.

### Appointment process

- 3.9 Appointment to a Named Chair is via the process for [advertised professorial position vacancies](#). In exceptional circumstances, a [direct appointment](#) may be made. Contact your [HR Business Partner](#) for process advice as required.

## 4. Sponsored Chair

### Position outline

- 4.1 A professorial position can be fully or partly funded by an external organisation (“Sponsored Chair”).
- 4.2 Generally, Sponsored Chair naming rights may be granted if 100% of the full cost of the Chair (or at least 75% of the full cost of the Chair, and benefits-in-kind equivalent to at least 25% of the full cost of the Chair) is provided by the sponsor throughout the funding period.
- 4.3 Only a candidate who has made an outstanding contribution to the discipline is eligible to be appointed to a Sponsored Chair. Under no circumstances will a Sponsored Chair be established for appointment of a pre-nominated person.
- 4.4 Appointment to a Sponsored Chair is for a funded period of up to five years. If funding is available for a period of more than five years, the initial appointment will still be for a five-year period.
- 4.5 Reappointment may be made for a further funded-period, if the appointee has demonstrated sustained, significant contributions to the appointee’s discipline, faculty and to the University. If reappointment to the Sponsored Chair is not offered, a case for further appointment as a professor can be submitted by the Dean.

### Establishment of the position

- 4.6 The Dean of the faculty should explore any Sponsored Chair opportunity in consultation with the Provost and the Vice-Chancellor.
- 4.7 If it is established that the opportunity has merit, discussions may be undertaken with the potential sponsor, as agreed by the Provost and Vice-Chancellor, with a view to reaching in-principle agreement with the potential sponsor regarding sponsoring of the position.
- 4.8 If in-principle agreement is reached, the Dean will send a written proposal to Monash HR, Recruitment, detailing the proposed Chair and the in-principle agreement.
- 4.9 Monash HR, Recruitment will submit the proposal to the President, Academic Board, the Provost and the Vice-Chancellor for endorsement. Following endorsement, Monash HR, Recruitment will submit the proposal to the Vice-Chancellor’s Group (VCG) for approval to proceed to detailed negotiation and formal agreement stages.
- 4.10 If the proposal is approved by VCG, the Dean in consultation with the Office of the General Counsel (OGC) may enter detailed negotiations with the potential sponsor. The OGC should be involved in the negotiations and must approve the sponsorship agreement documentation.
- 4.11 The formal agreement between the University and the sponsor must include:
  - Statement of agreed funding for the position;
  - Nature of any benefits-in-kind that will be provided by the sponsor;
  - Period for which the funding and any benefits-in-kind will be provided;
  - Requirement to provide funds to the University, which will be responsible for administering the funds;
  - Accommodation available to the Sponsored Chair, whether it be at the University, an external organisation or both;
  - Roles and responsibilities of the University, the Sponsored Chair and the sponsor;
  - Ultimate authority of the University to determine who should be appointed to the Sponsored Chair and on what terms and conditions of employment;
  - Acknowledgement by the sponsor that the appointee will be a professor responsible to the Vice-Chancellor through the Dean and Provost and that the sponsor will not exercise direction in the academic discipline of the Sponsored Chair; and
  - Ability to terminate the agreement if the sponsor ceases to provide sufficient funds or becomes an organisation with which the University does not wish to be associated.
- 4.12 To enable a Sponsored Chair to be named, the Dean will initially submit a written naming proposal to Monash HR, Recruitment. The submission should include the proposed name of the Sponsored Chair, contractual details (or proposed contractual details) between the University and the sponsor, and any other relevant information.
- 4.13 Monash HR, Recruitment will send the proposal to the President, Academic Board, and the Provost for endorsement and, upon endorsement, to the Vice-Chancellor for approval.
- 4.14 In considering the nomination, the President, Academic Board, the Provost and the Vice-Chancellor may request whatever additional information they require in order to make their determination.

### Appointment process

- 4.15 Once the establishment and, where applicable, the naming of a Sponsored Chair have been approved, appointment to the position is via the process for [advertised professorial position vacancies](#). In exceptional circumstances, a [direct appointment](#) may be made to a Sponsored Chair (subject to prior approval by the OGC of the sponsorship agreement documentation).
- 4.16 If the appointee to the Sponsored Chair leaves the University, the Chair will fall vacant and the faculty may advertise the Chair vacancy.

## 5. Professorial Fellow

### Position outline

- 5.1 To be eligible for appointment as a Professorial Fellow a person must be considered to be of national or international eminence, with whom it would be beneficial for the University to have an association.
- 5.2 Appointment is for a period of up to five years and may be renewed for periods of up to five years. Appointment may be honorary or paid.
- 5.3 A Professorial Fellow is entitled to use the title of Professor for the duration of the appointment as a Professorial Fellow at the University.
- 5.4 A Professorial Fellow is not regarded as a formal Professor of the University and is not eligible to be a professorial member of Academic Board.

### Appointment process

- 5.5 The Dean submits to Monash HR, Recruitment a recommendation for appointment as a Professorial Fellow.
- 5.6 The recommendation must include an up-to-date copy of the candidate's curriculum vitae.
- 5.7 Monash HR, Recruitment will send the recommendation to the President, Academic Board, and the Provost for endorsement and, upon endorsement, to the Vice-Chancellor for approval.
- 5.8 In considering the recommendation, the President, Academic Board, the Provost and the Vice-Chancellor may request whatever additional information they require concerning the appointee in order to make their determinations.

## 6. Emeritus Professor

### Position outline

- 6.1 Distinguished professors of the University may be conferred with the title of Emeritus Professor if they leave the University to;
  - Retire; or
  - Move to a senior position, such as Vice-Chancellor or Deputy Vice-Chancellor at another university; or
  - Move to a senior position in government, commerce or industry.
- 6.2 In exceptional cases, Council may confer the title on any former professor of the University who Council deems appropriate.
- 6.3 Whilst length of service is not a determining factor in deciding who should be awarded the title of Emeritus Professor, it may be taken into account when considering the professor's impact on a discipline and/or the University.
- 6.4 Emeritus Professors contribute to activities of the University. For purposes of courtesy and ceremonial occasions, Emeritus Professors are regarded as professors of the University, but shall not be members of Academic Board or ex-officio of any faculty.
- 6.5 The Vice-Chancellor has the right to remove the title in circumstances where damage may be caused to the University's reputation by having a continued association with the person.

### Appointment process

- 6.6 The Dean submits to Monash HR, Recruitment a written nomination for conferral of the title of Emeritus Professor.
- 6.7 The nomination must include expressions of support from two or more professors of the faculty, and an up-to-date copy of the nominee's curriculum vitae.
- 6.8 Monash HR, Recruitment will send the nomination to the President, Academic Board, and the Provost for endorsement and, upon endorsement, to the Vice-Chancellor for approval.
- 6.9 In considering the nomination, the President, Academic Board, the Provost and the Vice-Chancellor may request whatever additional information they require concerning the nominee in order to make their determinations.
- 6.10 The formal offer of the title is made in writing by the Vice-Chancellor.
- 6.11 To enable update of the [Roll of Emeritus Professors](#), Monash HR, Recruitment provides to University Archives details of the Emeritus Professor's full name and academic qualifications, professorial and/or higher positions held at Monash by the professor and for what periods, and the date of conferral of the title.

## 7. Sir Louis Matheson Distinguished Visiting Professor

### Position outline

- 7.1 An eminent scholar at another university, research institute or equivalent body, who is to be a visitor to the University for the purpose of contributing to activities of the University, may be appointed as a Sir Louis Matheson Distinguished Visiting Professor (“SLMDVP”). SLMDVPs are bestowed with their title for the duration of their appointment at the University.

### Appointment process

- 7.2 The Dean submits to Monash HR, Recruitment a nomination for appointment as a SLMDVP.
- 7.3 Monash HR, Recruitment will send the nomination to the President, Academic Board, and the Provost for endorsement and, upon endorsement, to the Vice-Chancellor for approval.

## 8. Breach of procedure

- 8.1 The University treats any breach of its policies or procedures seriously, encourages reporting of concerns about non-compliance, and manages compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

Group Manager, HR Business Partnering	A leader within Monash HR who provides strategic guidance to a portfolio of client groups across key aspects that relate to organisational and HR strategy.
Manager, Senior Executive Appointments, Monash HR	A leader within Monash HR who, where indicated in the procedure, coordinates the process for appointments to specific eminent professorial positions.
Monash HR, Recruitment	The Centre of Expertise in Monash HR that develops and delivers best practice resourcing/sourcing strategies, selection processes, onboarding and induction frameworks.

## GOVERNANCE

Parent policy	<a href="#">Recruitment and appointment</a>
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"><li>• <a href="#">Academic Probation</a></li><li>• <a href="#">Adjunct Appointments (academic staff)</a></li><li>• <a href="#">Direct appointments</a></li><li>• <a href="#">Recruitment of casual and sessional staff</a></li><li>• <a href="#">Recruitment of Level E professorial staff</a></li></ul>
Legislation mandating compliance	
Category	Operational
Approval	Chief Operating Officer – 1 December 2020
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Procedure owner	Director, HR Business Partnering and Recruitment
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