SCOPE

This procedure applies to the recruitment of all eminent professorial positions, including:

- Named Chair
- Sir John Monash Distinguished Professor
- Sir Louis Matheson Distinguished Visiting Professor
- Emeritus Professor
- Professorial Fellow (including Vice-Chancellor’s Professorial Fellow)
- Sponsored Professor

PROCEDURE STATEMENT

The appointment of eminent professors at the University represents a significant honour. Eminent professors are appointed based on outstanding leadership and contribution to their discipline or profession.

The eminent professorial recruitment procedure outlines the process required to be undertaken to appoint a person to an eminent professorial position at the University ('us', 'our' or 'we').

1. Recruitment to an eminent professorial position

1.1 The following table outlines the criteria, process and appointment requirements for recruiting to a specific eminent professorial position.

1.2 The recruitment process for all eminent appointments is coordinated and managed by Monash HR, Senior Academic Appointments (‘SAA’). The Lead HR Business Partner will provide advice and support to the Dean as required including liaison with SAA.

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<tr>
<th>Position</th>
<th>Criteria/Eligibility</th>
<th>Process</th>
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<tbody>
<tr>
<td>Named Chairs</td>
<td>A faculty may establish a number of named chairs based on approximately 5% of the paid professoriate numbers. In faculties with less than 10 paid professors there shall only be one named chair position. Generally, a chair cannot be named after a person if we have already named something else after that person, for example, a building, a room or a lecture series. The Dean will be required to state in their written submission whether they are aware of the proposed name being used for any other purpose at the University. If the Dean believes that there is an exceptional case whereby a name should be duplicated, the Dean may provide an additional written submission to the Vice-Chancellor justifying why such duplication should be allowed. An appointment is to be for a fixed period of 5 years. The period of appointment may be extended for additional periods of 5 years provided that the person can demonstrate that they have continued to make significant contributions.</td>
<td>The Named Chair must be created first followed by the appointment to the Chair. 1. The Dean submits a proposal to create a Named Chair to SAA. 2. The proposal must include the reasons why a chair should be named in the manner proposed. 3. SAA will send the submission to the President, Academic Board and the Provost for endorsement. 4. Following endorsement, SAA will send the submission to the Vice-Chancellor for approval. 5. SAA will advise the Dean of the Vice-Chancellor’s decision. 6. Subject to the approval by the Vice-Chancellor, the appointment may be made through either the advertised professorial process or the direct appointment process.</td>
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| **Sir John Monash Distinguished Professors** | **There is no limit on the number of Sir John Monash Distinguished Professors which we may appoint. The Sir John Monash Distinguished Professor is a five yearly renewable award. It will lapse immediately on the retirement or resignation of the occupant unless the occupant is eligible for conferral of the title Emeritus Professor (below) in which case, the occupant will be awarded the title Emeritus Sir John Monash Distinguished Professor and will retain the title for life.**

**Criteria for a Sir John Monash Distinguished Professorship** |

1. The Dean submits a recommendation for a professor of exceptional distinction to be granted the title of Sir John Monash Distinguished Professor to SAA.
2. SAA will send the recommendation to the President, Academic Board, Provost and Vice-Chancellor for endorsement.
3. In considering the recommendation, the President, Academic Board, the Provost and the Vice-Chancellor may request whatever additional information they require concerning the candidate in order to make their determination.
4. If it is determined that the eligibility criteria have been satisfied, the Vice-Chancellor will advise the Dean that the recommendation has been supported.
5. The candidate’s name will be forwarded to Council for approval with a recommendation for appointment as a Sir John Monash Distinguished Professor.
6. If the title is awarded, SAA will ensure that all the necessary administrative processes are undertaken for the title to be granted. |

| **Sir Louis Matheson Distinguished Visiting Professor** | **A highly eminent scholar from another university or equivalent body who visits us and makes a distinguished contribution.**

1. The Dean submits a nomination for a Sir Louis Matheson Distinguished Visiting Professor to SAA.
2. SAA will send the nomination to the President, Academic Board, and the Provost for endorsement.
3. Following endorsement, SAA will submit the nomination to the Vice-Chancellor for approval.
4. If the Vice-Chancellor approves the nomination, SAA will advise the Dean that the recommendation has been approved. |

| **Emeritus Professor** | **A distinguished professor may have the title of Emeritus Professor conferred if they left us to:**

- retire;
- move into an industry/government position; or
- move into a senior position, such as Vice-Chancellor or Deputy Vice-Chancellor, at another university.

The Council may also confer the title on any former professor of the University who it deems appropriate, in exceptional circumstances.

While 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 impact that the professor has made on their discipline and/or the University.

Emeritus Professors should continue to be of service to us by making regular, and mainly voluntary contributions to us.

An Emeritus Professor, for purposes of courtesy and on ceremonial occasions, will be |

1. The Dean submits a written nomination for the title of Emeritus Professor to SAA.
2. 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. The nomination must be signed in support by the Dean.
3. SAA will send the nomination to the President, Academic Board, and the Provost for endorsement.
4. Following endorsement, SAA will submit the nomination to the Vice-Chancellor for approval.
5. In considering the nomination, the President, Academic Board, the Provost and the Vice-Chancellor may request whatever additional information they require concerning the candidate in order to make their determination.
6. Subject to the approval by the Vice-Chancellor, the formal offer of the title is made in writing by the Vice-Chancellor with copies to the nominee’s Dean and head of school/department. |
regarded as a professor of the University, but they shall not be a member of the academic board or ex officio of any faculty.

The Vice-Chancellor retains the right to remove the title in certain circumstances, such as:
- where the person has committed a serious criminal offence,
- where there is a conflict of interest or
- where damage may be caused to our reputation by having a continued association with the person.

| Professorial Fellow (including Vice-Chancellor’s Professorial Fellow) | A Professorial Fellow must be able to demonstrate that they are considered to be of national or international eminence and that it would be beneficial for us to have an association with that person.

The duration of appointment to the position of Professorial Fellow is for a period of up to five years and will be reviewed at the conclusion of the appointment.

A Professorial Fellow is entitled to use the title of Professor, for the duration of their appointment at the University.

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.

For Professorial Fellows:
1. The Dean submits a recommendation for appointment to the position of Professorial Fellow to SAA.
2. The recommendation must include an up-to-date curriculum vitae for the nominee.
3. SAA will send the recommendation to the President, Academic Board and the Provost for endorsement.
4. Following endorsement, SAA will submit the recommendation to the Vice-Chancellor for approval.
5. In considering the recommendation, the President, Academic Board, the Provost and the Vice-Chancellor may request whatever additional information they require concerning the candidate in order to make their determination.
6. Subject to the approval of the Vice-Chancellor, the appointment as a Professorial Fellow will be confirmed.
7. SAA will ensure that all the necessary administrative processes are undertaken for the title of Professor to be granted.

For Vice-Chancellor’s Professorial Fellows:
- The Vice-Chancellor will recommend the appointment; and
- The appointment must be approved by President, Academic Board, the Provost and Vice-Chancellor by agreement.

| Sponsored Professors | Faculties are to consider opportunities for the creation of Sponsored Professor positions. This process can best be facilitated through the Faculty Board discussing the issue on an annual basis and preparing an appropriate plan/mecanism for the faculty to explore various opportunities.

Generally, Sponsored Professor naming rights may be granted if at least 75% of the full cost of the Professorship, and benefits in kind of at least 25% of the full cost of the chair, are provided throughout the funding period.

Only an outstanding candidate who has made a significant contribution to the discipline is eligible to be appointed to a Sponsored Professorship. Applications for a Sponsored Professorship may be received from internal or external applicants. In applying for a Sponsored Professorship position, the Dean should inform the Vice-Chancellor.

1. If a Sponsorship position exists, than the Dean should inform the Vice-Chancellor.
2. The Vice-Chancellor will assess whether the sponsorship opportunity has merit.
3. If the opportunity has merit then the Vice-Chancellor and Dean will commence initial discussions with the proposed external organisation to determine if there is any interest in a sponsorship.
4. If an external organisation demonstrates an interest in sponsoring a professorship, the Dean will forward a written submission to SAA.
5. SAA will send the submission to the President, Academic Board and the Provost for endorsement.
6. Following endorsement, SAA will submit the submission to the Vice-Chancellor for approval.
7. If the sponsorship is approved by the Vice-Chancellor, VCG the Dean in consultation with the
Professorship, a candidate would need to demonstrate that they should be regarded by the University as an eminent professor within that faculty and that the appointment would be supported by their peers.

An appointment to a sponsored professorship is for the period that the funding is available. If a Sponsored Professorship is to be ongoing then the appointment will be for a 5 year period. The period of appointment may be extended for additional periods of 5 years provided that the person can demonstrate that they have continued to make significant contributions to the discipline/faculty/University.

Office of General Council (OGC), may enter formal negotiations with the external organisation. The OGC must be involved in the negotiation process and agreement documentation must be approved by the OCG.

8. The formal agreement between the University and the external organisation must provide for:
   - the ability to terminate the agreement if the external organisation ceases to provide appropriate funds or becomes an organisation, with which the university does not wish to be associated;
   - the agreed funding for the position;
   - the nature of any benefits-in-kind that will be provided;
   - the period for which the funding will be provided;
   - the requirement to provide funds to the University who will be responsible for administering the funds;
   - the accommodation available to the Sponsored Professor, whether it be at the University, the external organisation or both;
   - the roles and responsibilities of both the University, the Sponsored Professor and the external organisation;
   - the ultimate authority of the University to determine who should be appointed to the Sponsored Professorship and on what terms and conditions of employment;
   - an acknowledgement by the external organisation that the appointee will be a full professor responsible to Council through the Vice-Chancellor and that the external organisation will not exercise direction in the academic discipline of the Sponsored Professor; and
   - the ability to terminate the appointment of the person holding the Sponsored Professorship where the external organisation ceases to provide funding.

9. To enable a Sponsored Professorship to be named, the Dean will initially submit a written submission to SAA.

10. The submission should include the proposed name of the Sponsored Professor position, contractual details (or proposed contractual details) between the University and the Sponsor; and any other relevant information.

11. SAA will send the submission to the President, Academic Board, and the Provost for endorsement.

12. Following endorsement, SAA will submit the nomination to the Vice-Chancellor for approval.

13. 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.

14. Once the Vice-Chancellor has approved the naming of the professorship and the establishment of the position, the appointment may be made
through either the advertised professorial appointment or direct appointment process (subject to the prior approval by the USO of the related agreement documentation).

15. SAA will ensure that all necessary administrative processes are undertaken for the appointment to be confirmed.

16. If the appointee to the Sponsored Professorship leaves the University, the professorship will fall vacant and the faculty will need to advertise in the normal way for an appointment to that professorship or as a direct appointment. Under no circumstances will a sponsored professorship be established for a pre-nominated person, for example, a Minister or Public Servant.

2. Breach of procedure

2.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

<table>
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<tr>
<td>Chair</td>
<td>The chair of the selection committee and is the person with the delegated authority to select the successful candidate (or a nominee of the person with the delegated authority).</td>
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<tr>
<td>Dean</td>
<td>The Dean of the Faculty their nominee in any case where the Dean has formally nominated a person to act as their nominee for the purpose.</td>
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<td>Emeritus Professor</td>
<td>The title is conferred to recognise a former professor’s distinguished academic and dedicated service to their field of study and/or the University.</td>
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<tr>
<td>Eminent Professor</td>
<td>A distinguished professor of the University who is appointed based on their outstanding contribution for example, a significant contribution to the discipline, faculty or University, extended academic service or national or international eminence.</td>
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<td>Head of Unit</td>
<td>Head of academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.</td>
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<tr>
<td>Lead HR Business Partner</td>
<td>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.</td>
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| Named Chair                   | A distinguished professor within a faculty or discipline. Named Chair appointments are made for the purpose of recognising the outstanding contribution that a professor has made and/or will make to the faculty. A chair may be named:  
  - after honorific/historical contributors (for example in the law faculty a chair may be named after High Court Judge); or  
  - after honorific/Monash contributors (i.e. those who have given extended and distinguished service to Monash University and who are usually deceased or retired from the workforce for a considerable period; or  
  - by benefactors who make a generous gift or endowment to the University, providing the naming has been supported by the Vice-Chancellor. |
| Professorial Fellow           | An appointee considered to be of national or international eminence with whom it would be beneficial for the University to have an association. |
| Senior Academic Appointments (SAA) | The Centre of Expertise in Monash HR that has responsibility for all senior academic and eminent appointments. |
| Sir John Monash Distinguished Professor | A highly distinguished title which is granted to eminent professors of exceptional distinction who have made an outstanding contribution to their field or discipline and to the University. |
| Sir Louis Matheson Distinguished Visiting Professor | A highly eminent scholar from another university or equivalent body who visits the University and makes a distinguished contribution. |
| Sponsored Professor | A professorial position funded by an external organisation providing strong links to industry, government and the community. |
| Vice-Chancellor’s Professorial Fellow | Is nominated by the Vice-Chancellor and appointed for purposes beneficial to the development and implementation of the strategic, student, research or operational activities of the University. |

**GOVERNANCE**

| Parent policy | Recruitment and appointment |
| Supporting schedules | |
| Associated procedures | • Academic Probation (for appointments made before 7 October 2014)  
• Academic Probation (for appointments made on or after 7 October 2014)  
• Adjunct Appointments (academic staff)  
• Direct appointments  
• Recruitment of casual and sessional staff  
• Recruitment of Level E professorial staff |
| Procedure documents | • Accompanying partner recruitment protocol |
| Legislation mandating compliance | |
| Category | Human Resources |
| Approval | Chief Human Resources Officer as delegate of the Chief Operating Officer - 5 August 2013 |
| Endorsement | Director, Workplace Relations - 5 August 2013 |
| Procedure owner | Director, Recruitment, Remuneration & Global Mobility |
| Date effective | 26 October 2018 |
| Review date | 5 August 2016 |
| Version | 5 |
| Content enquiries | ask.monash or phone Monash HR on (03) 990 20400 |