



# Procedure: Academic titles conferral: Honorary (Clinical)\* appointee, Visiting Fellow, Visitor and Emeritus Professor

## Purpose

To outline the procedures underpinning the conferral of academic titles at ANU.

## Definitions

**Honorary Appointee** refers to individuals who possess professional expertise and experience needed to support the research or creative activity, education and service activities of the University.

**Visiting Fellow** refers to individuals of excellent standing whose activities align with the research or creative activity or education activities of the University and who are employed at other institutions that the University wishes to collaborate with.

**Visitor** refers to individuals employed at other Universities of excellent standing whose activities align with the research or creative activity or education activities of the University; or Individuals who possess professional expertise and experience needed to support the research or creative activity, education and service activities of the University.

**Emeritus Professor** refers to retired ANU Professors whose sustained and eminent contribution to ANU warrants recognition.

## Procedure

### Application for conferral or renewal of Honorary, Honorary (Clinical), Visiting Fellow or Visitor titles

1. Applications for the conferral or renewal of honorary appointments, visiting fellow or visitor titles will be submitted on the current, approved University pro forma by published dates, comprising:
  - a. Part 1: Applicant details, nature and length of proposed association, alignment of proposed activities with the research or education activities of the University (visiting

fellow and visitor only) statement relative to opportunity (where appropriate) and declaration;

- b. Part 2: Research/School Director or Medical Dean endorsement;
- c. College Executive endorsement of any non-baseline privileges not outlined in the associated policy;
- d. Part 3: College Dean and Medical Dean (where relevant) acknowledgement (honorary, Level E and E3 only);
- e. Part 4: Applications for the conferral of Honorary or Visiting Fellow titles (where the proposed association with the University is for three months or more) will be accompanied by two references from individuals with appropriate experience and expertise to comment on the applicant's proposed association with ANU.
- f. Part 5: An up to date curriculum vitae that includes as a minimum:

Curriculum vitae requirements
Formal qualifications and any prizes, awards, honours and other esteem indicators
Appointments, including consultancies and any other honorary or visiting fellow associations with other universities
Research/Creative activity outputs, including bibliographic details, year of publication, individual contribution by percentage; and evidence of impact
Research/Creative activity funding, including title of grant, funding body, grant category, year and total grant value and any patents
Education activities (where appropriate), including contribution to development of peers in the field via formal courses or programs, executive education or short courses, training, professional development, talks, or mentoring
Service to the profession or disciplinary area

2. Applicants will ensure that the application is complete and accurate.

## Determination of conferral of Honorary, Honorary (Clinical), Visiting Fellow or Visitor titles

3. Outcomes for the conferral of an academic title are determined on the basis of the holistic recognition of the quality and impact of applicant achievements in research/creative activity, education and service to the profession or disciplinary area (and University in the case of renewal applications) as demonstrated through various forms of evidence.
4. Additional information may be required before a decision can be made. The applicant will be notified if additional information is sought.
5. For applications within the ANU Medical School, additional information is obtained from the ANU Medical School Appointments and Renewal Committee regarding clinical contributions and performance.
6. College Deans or Research/School Directors approve (where the delegation has been transferred) the conferral of the title Visiting Fellow or Visitor.
7. Research/School Directors endorse, and College Deans or the Medical Dean approve the conferral of Honorary titles levels B–D.
8. College Executive approves any non-baseline privileges for honorary academic members or visiting fellows.
9. Research/School Directors endorse, College Deans and the Medical Dean acknowledge (where relevant) and the Vice Chancellor approves the conferral of honorary academic title for level E or E3.

### Use of the title 'Clinical'

10. Use of the title 'Clinical' for honorary academics is restricted to practitioners on the ANU approved Health Practitioner List:

National Board	Profession	Division
Aboriginal and Torres Strait Islander Health Practice Board of Australia	Aboriginal and Torres Strait Islander Health Practitioner	n/a
Dental Board of Australia	Dental Practitioner	Dentist
		Dental therapist

		Dental hygienist
		Dental prosthetist
		Oral health therapist
Medical Board of Australia	Medical Practitioner	n/a
Medical Radiation Practice Board of Australia	Medical Radiation Practitioner	Diagnostic radiographer
		Nuclear medicine technologists
		Radiation therapist
Nursing and Midwifery Board of Australia	Nurse	Registered nurse (Division 1)
		Enrolled nurse (Division 2)
Nursing and Midwifery Board of Australia	Midwife	n/a
Occupational Therapy Board of Australia	Occupational therapist	n/a
Optometry Board of Australia	Optometrist	n/a
Pharmacy Board of Australia	Pharmacist	n/a
Physiotherapy Board of Australia	Physiotherapist	n/a

Podiatry Board of Australia	Podiatrist	n/a
Psychology Board of Australia	Psychologist	n/a

### Expense claims of Visiting Fellows or Visitors

11. Colleges provide holders of a conferred academic title with a specific statement of any expenses to be met.

### Application for conferral of the Academic Title Emeritus Professor

12. Supervisors and College Deans nominate staff to the Vice Chancellor for consideration of conferral of the academic title Emeritus Professor on the grounds of:

- a. demonstrated eminence in research or creative activity, as seen for example in achievement of sustained, outstanding research outcomes at ANU and recognition of that eminence by international peers; or
- b. demonstrated eminence in education, as seen for example in evidence of sustained, outstanding education outcomes at ANU and recognition of that eminence by international peers; and
- c. demonstrated sustained excellence in service, as seen for example in evidence of excellent service outcomes at ANU and recognition of that excellence by the University.
- d. Nominations for conferral of the academic title Emeritus Professor must include a substantial evidence base, including a curriculum vitae that includes as a minimum:

Curriculum vitae requirements
Formal qualifications and any prizes, awards, honours and other esteem indicators;
Research/Creative activity outputs, including bibliographic details, year of publication, individual contribution by percentage; and evidence of impact; and
Research/Creative activity funding, including title of grant, funding body, grant category, year and total grant value and any patents; or
Education activities, including multiple, substantial indicators or evidence of impact and

recognition; and
Service to the University.

13. Applications for the conferral of an Emeritus Professor title will also include comments from two referees of appropriate international distinction who do not have conflicts of interest.

14. Applicants will ensure that the application is complete and accurate.

### **Determination of conferral of Emeritus Professor title**

15. Outcomes for the conferral of an Emeritus Professor title are determined in exceptional cases on the basis of the holistic recognition of the quality and impact of applicant achievements in research/creative activity, education and service to the disciplinary area, and demonstrated eminence in one or more areas specified in clause 12 above, as demonstrated through various forms of evidence.

16. Additional information may be required before a decision can be made. The applicant will be notified if additional information is sought.

17. College Executive approves any non-baseline privileges not outlined in the associated policy.

18. The Vice Chancellor approves and the University Council notes the conferral of the academic title Emeritus Professor.

19. Where an Emeritus Professor title has been conferred, an appointee may elect to utilise *Emerita Professor* as an alternative title.

### **Communication of outcomes**

20. Applicants will received written notification of outcome from the relevant College Dean or Research/School Director (where the delegation has been transferred) or the Vice Chancellor.

### **Appeals**

21. Applicants who are unsuccessful may lodge an appeal only on the basis that there has been a procedural irregularity resulting in material disadvantage.

22. Appeals are made in writing to the Vice-Chancellor within three months of delivery of the notification of outcome.

23. The Vice-Chancellor will seek advice as to whether or not there has been a breach of procedure, and on the basis of that advice:

- a) confirm the original determination to deny the conferral of an academic title, or
- b) uphold the appeal and approve the conferral of an academic title.

24. Appellants will receive written notification of the outcome of the appeal.

25. The effective date of conferral will be set out in the letter of offer.

### **Review or withdrawal of title**

26. ANU reserves the right to review or withdraw an academic title and any associated privileges and conditions if the College Dean (Visitors, Visiting Fellows, honorary academic member levels B–D) or the Vice Chancellor (Level E or E3 honorary academic or Emeritus) deem that the individual:

- a. is no longer contributing sufficiently or in fulfilment of expectations to the research/creative activity, education or service activities of the University;
- b. used an inaccurate title or used title in a way not in accordance with the policy;
- c. has breached the ANU code of conduct or other ANU workplace policies;
- d. demonstrates a conflict of interest between University activities and any outside work or activities;
- e. commits the University to any contractual or legally binding agreement;
- f. fails to comply with the University's intellectual property requirements as outlined in the letter of offer; or
- g. has changed or ceased their external employment situation justifying the withdrawal of the academic title.

### **Delegations relevant to this procedure:**

**000139:** Approve or extend full, clinical and adjunct academic status.

## Document information

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