**NOMINATION FORM:**

**CONFERRAL OF EMERITUS / EMERITA PROFESSOR TITLE**

**Part 1: Administrative Details**

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| --- | --- |
| **NOMINEE** *(please include title and any postnominals)*  *Nominee must be a Level E Professor at the time of retirement.*  *If not a professor at the time of retirement, nominee must meet the following conditions, which will need to be demonstrated in Part 2 under reasons for nomination:*   * *The person has made a special or exceptional contribution to knowledge as recognised, for example, by the receipt of a major international award.* * *The person’s special or exceptional contribution to knowledge has been developed in close association with the University.* * *The person continues to be associated with the University.* | [Nominee Title and Name] |
|  |  |
| **School**  (If not part of school, state section) | [School of ] |
|  |  |
| **Preferred Title** | [*Emeritus or Emerita Professor*] |
|  |  |
| **Retirement Date** | [Date] |
|  |  |
| **Length of Service at UWA**  ***Note 1:*** *Nominee must have at least ten years of continuous service prior to retirement, inclusive of periods as a non-professor.*  ***Note 2:*** *In special circumstances, such as exceptional or distinguished service, a professor of the University may be eligible for nomination if they have at least five years of continuous service inclusive of periods as a non-professor. Persons who have had breaks in service may be considered for the award of the title of Emerita / Emeritus Professor if they have had a continuous association with the University during the relevant period.*  *If seeking an exception to the ten year rule and/or to demonstrate special circumstances, then must make a case in Part 2 (under exemptions for length of service).* | [state number of years]  [state period] |
|  |  |
| **PROPOSER**  *(Eligible proposers:*   * *Head of School;* * *Vice-Chancellor, or Senior deputy Vice-Chancellor (for nominees who are not attached to schools)* | [Nominator Name/s]  [Nominator Signature/s] |
|  |  |
| **DATE OF NOMINATION** | [Date] |

**Part 2: NOMINATION DOCUMENTATION:**

1. ***State reasons for nomination (Maximum 700 words):***

*Provide a succinct statement (maximum 750 words) including reasons for nomination and a synopsis of evidence in support of the nominee’s satisfactory performance or distinction.* ***Nomination must include nominee’s curriculum vitae, as an appendix to this form****.*

1. ***Exemptions for length of service, where relevant (Maximum 500 words):***

Exemptions are considered:

### In special circumstances, such as exceptional or distinguished service, where a professor of the University may be eligible for nomination if they have at least five years of continuous service inclusive of periods as a non-professor. Persons who have had breaks in service may be considered for the award of the title of Emerita / Emeritus Professor if they have had a continuous association with the University during the relevant period.

*Provide a case for an exemption to the policy, where relevant.*

**SUBMISSIONS:**

To: Academic Secretary via: [academic-secretary@uwa.edu.au](mailto:academic-secretary@uwa.edu.au)

**For more information refer:** [University Policy on Award of the Title of Emerita / Emeritus Professor](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Employment/Special-Appointments/Award-of-the-Title-of-Emeritus-Professor-Policy.doc)