**APPENDIX 1**

**NOMINATION FORM**

**PROFESSOR EMERITUS**

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| **CONFIDENTIAL** | |
| **Name of Nominee:** |  |
| **Contact Details for Nominee:** |  |
| **Date:** |  |
| **Award:** | Professor Emeritus |
| **Name(s) of Nominator(s):** |  |
| **Contact Details for Nominator(s):** |  |
| **Nominator(s) category (please tick box(es) as appropriate)** | |
| □ Member of Council | |
| □ Member(s) of staff of University | |

**Evidence of Outstanding Service**

|  |  |
| --- | --- |
| The *Professor Emeritus and Other Courtesy Titles Policy* requires that a nominee for the award of the title Emeritus Professor have demonstrated outstanding service in each of the following ways:  Please tick to confirm that the nominee meets each of these criteria | |
| □ | maintaining an international reputation for academic distinction |
| □ | having demonstrated significant contributions and commitment to the University and its core values. |
| □ | Intending to continue contributing to the scholarship and professions which are valued by the University. |
| **Summary of Submission**  Brief supporting statement outlining the reasons for the appropriateness of the award of title of Emeritus Professor, based on the three criteria listed above.  A full submission is to be attached including further detail addressing the criteria outlined in clause 2.1 of the *Professor Emeritus and Other Courtesy Titles Policy.* | |
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| **Pro Vice-Chancellor Comment**  The Pro Vice-Chancellor of the Faculty where the nominee worked.  Name:  Position:  Date: |
|  |

### Checklist for the Submission of Additional Information

Please use the checklist below to prepare appropriate supporting documentation for the nomination.

Supporting documentation must provide evidence of distinguished service.

|  |  |  |
| --- | --- | --- |
| □ | Nomination form completed | All details provided, including a comment from the relevant faculty Pro Vice-Chancellor. |
| □ | Full detailed submission attached | A full submission is attached that addresses the required content set out in the *Professor Emeritus and Other Courtesy Titles Policy.* |
| □ | Curriculum Vitae of nominee | CV is only required if publicly available. |
| □ | Additional information | Other appropriate supporting material is attached  e.g. Statements of support from peers/professional bodies (references), excerpts from publicly available material such as: media reports, websites, books, newspaper or magazine articles. |

Privacy legislation may restrict information available. Further information can be found at the following URLs:

<http://www.austlii.edu.au/au/legis/nsw/consol_act/papipa1998464/>

<http://www.agd.nsw.gov.au/lawlink/privacynsw/ll_pnsw.nsf/pages/PNSW_index>

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