

# Appointment as Laureate Professor Procedure

## Section 1 - Introduction

(1) This procedure supports the implementation of the [Appointment of Laureate Professor Policy](#) and must be read in conjunction with that document.

## Section 2 - General Procedural Principles

### Criteria

(2) The criteria for the award of the title Laureate Professor or Distinguished Laureate Professor is:

- a. an impactful portfolio of major publications with international publishers and top ranked journals (or equivalent subject to discipline norms);
- b. international distinction recognised by prizes, awards, patents, honours and/or membership of one of the Australian or international learned academies or comparable organisations;
- c. citation by a broad cross-section of peers internationally;
- d. evidence of superior and sustained leadership and service to the University;
- e. contribution to teaching at the undergraduate, postgraduate and/or Higher Degree Research levels;
- f. an evaluation of the candidate's future potential and contributions to the University's strategic priorities; and
- g. endorsement for nomination by:
  - i. the College Pro Vice-Chancellor for college staff; or
  - ii. the Vice-Chancellor for Pro Vice-Chancellor or above.

### Nomination

(3) A nomination for the award of the title of Laureate Professor may be made at any time throughout the year.

(4) Nominations will be made by the relevant College Pro Vice-Chancellor or Vice-Chancellor and will include:

- a. a detailed statement and letter of recommendation outlining the grounds on which the nomination is made with reference to the criteria in Clause 2 above;
- b. the candidate's current Portfolio and Curriculum Vitae (CV); and
- c. reports of at least three (3) referees who are external to the University, at a professorial level and who are of international standing.

(5) Nominations are submitted in confidence via email to the Chief People and Culture Officer. Human Resource Services will convene the Award Committee upon receipt of a nomination and gather information required by the Committee.

## **Award Committee**

- (6) Nominations for Laureate Professor will be considered by the Award Committee.
- (7) The Award Committee may also act as the recruitment selection committee for candidates nominated through a recruitment process.
- (8) The Award Committee will comply with the [Gender Inclusive Membership of University Committees Policy](#) and members will comprise of:
- a. Pro Vice-Chancellor (Academic Excellence) (Chair);
  - b. Vice-Chancellor or their nominee;
  - c. Deputy Vice-Chancellor (Academic) and Vice President;
  - d. Deputy Vice-Chancellor (Research and Innovation);
  - e. President Academic Senate; and
  - f. Pro Vice-Chancellor Indigenous Strategy and Leadership.
- (9) The Award Committee must comply with the [Conflict of Interest Policy](#) and Procedure.
- (10) The Chair may nominate a suitable replacement Chair where a conflict of interest exists.
- (11) If an Award Committee member is unavailable to serve on the Committee the Chair may nominate a suitable replacement.
- (12) The College Pro Vice-Chancellor may be invited to the Award Committee meeting to provide additional information on the candidate in the relevant field of scholarship, or provide informed comment on the candidate's professional standing and/or contribution to the University.
- (13) Human Resource Services will request Academic Excellence to prepare a comparison report for candidates of quantitative and qualitative data against high performing peers in the same category.
- (14) The Award Committee will consider each nomination on merit, and make recommendation to the Chair for award of a title.
- (15) The Vice-Chancellor will consider the recommendation of the Award Committee and approve or not approve the award of a title.
- (16) The Vice-Chancellor will advise successful and unsuccessful candidates.
- (17) The Vice-Chancellor or Chair will advise the College Pro Vice-Chancellor of unsuccessful nomination(s) and provide the feedback from the Award Committee.
- (18) The decision of the Vice-Chancellor is not subject to appeal.

## **Re-appointment**

- (19) Human Resource Services will notify the relevant College Pro Vice-Chancellor prior to the end of term of a Laureate Professor appointment.
- (20) If re-appointment is sought, the College Pro Vice-Chancellor will provide the following information to Human Resource Services:
- a. a letter of support commenting on the following areas:

- i. performance and leadership contributions since the last date of appointment with reference to whole of career contributions; and
  - ii. future performance expectations that align with the University's Strategic Plan and priorities.
- b. a current Portfolio and Curriculum Vitae for the candidate with emphasis on the last five (5) years achievements including a career overview, major research achievements, leadership and service, publications, prizes, peer review, and supervision and mentoring; and
  - c. reports of at least three (3) referees who are external to the University, at professorial level and who are of an international standing.

(21) Human Resource Services will request Academic Excellence to prepare a comparison report for candidates of quantitative and qualitative data against high performing peers in the same category.

(22) Re-appointment of a Laureate Professor will be considered by the Award Committee.

(23) The Award Committee may recommend the title of Distinguished Laureate Professor for Laureate Professor's who have been recommended for re-appointment following two (2) terms of Laureate Professor.

(24) Once the title of Distinguished Laureate Professor has been awarded, the Award Committee will not consider further applications from the same candidate for the title of Laureate Professor.

(25) The Vice-Chancellor will consider the recommendation by the Award Committee for re-appointment, and approve or not approve.

(26) The Vice-Chancellor will advise successful and unsuccessful candidates.

(27) The Vice-Chancellor or Chair will advise the College Pro Vice-Chancellor of unsuccessful re-appointments and provide the feedback from the Award Committee.

(28) The decision of the Vice-Chancellor is not subject to appeal.

(29) Should a second term as Laureate Professor not be granted, the candidate may re-apply in future recruitment rounds, subject to a two-year exclusion period after each application. After two terms as Laureate Professor, the Award Committee will not consider further applications from the same candidate for the title of Laureate Professor.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	9th September 2020
<b>Review Date</b>	30th March 2026
<b>Approval Authority</b>	Chief People and Culture Officer
<b>Approval Date</b>	9th September 2020
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
<b>Enquiries Contact</b>	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au <hr/> Human Resource Services

## Glossary Terms and Definitions

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Candidate"** - With regard to Higher Degree by Research it has the same meaning as student. For all other instances it is a person considered for appointment to a position.

**"Postgraduate"** - Any qualification being at the level of Graduate Certificate or above.

**"Undergraduate"** - Refers to any qualification up to and including the level of a Bachelor Honours degree.

**"College"** - An organisational unit established within the University by the Council.