

Distinguished Professor Procedure

Section 1 - Purpose

(1) The title of Distinguished Professor is conferred to formally recognise staff who have achieved national and international recognition for their outstanding contributions to research and scholarship, and who continue to elevate the academic standing and profile of Charles Sturt University (the University). The Distinguished Professor title may also be approved as part of recruitment efforts to attract eminent and exceptional individuals in areas of strategic significance to the University.

(2) This procedure sets out the eligibility criteria, appointment processes and terms of appointment as a Charles Sturt University Distinguished Professor.

Scope

(3) This procedure:

- a. applies to current and prospective fixed-term and continuing academic staff
- b. does not apply to casual, visiting or adjunct academic appointments.

Section 2 - Policy

(4) This procedure supports the [Appointments Policy](#) and [Academic Promotion Policy](#).

Section 3 - Procedure

Eligibility and criteria for appointment

(5) The Charles Sturt University Distinguished Professor is a highly prestigious appointment to attract and retain eminent professors renowned for their exceptional scholarly achievements and international leadership in research, teaching, engagement, and innovation. These appointments align with the strategic objectives of the University and contribute to enhancing its reputation as a nationally and globally recognised research institution.

(6) A nominee's whole career will be considered, however special attention will be given to the nominee's achievements within the past five years, together with opportunities for the future contributions to the University as aligned to the University Research Strategy.

(7) There is no limit on the number of Charles Sturt University Distinguished Professors that the University may appoint, but the number awarded will reflect the fact that this is a highly prestigious title.

(8) To be eligible for consideration as a distinguished professor, a nominee must:

- a. be an:
 - i. internal academic who has held Level E Professor position (excludes adjunct appointments) at Charles Sturt University for the last 2 years, or

- ii. external academic appointable to a Level E Professor appointment at Charles Sturt University, and
- b. meet the criteria set out at clause 10.

(9) Those not eligible for consideration as a distinguished professor are:

- a. Charles Sturt University adjunct staff appointments
- b. staff who are currently on a performance improvement plan (or equivalent)
- c. staff who have received a written breach of discipline or misconduct/serious misconduct under any relevant industrial instrument, contract of employment or any legislation, policy or by-law of the/their university since 31 July in the previous year.

(10) Nominations for Charles Sturt University Distinguished Professor will be considered with reference to the following criteria (submitted using the [Distinguished Professor nomination form](#)):

Criteria	Example evidence
An international reputation for exceptional research and scholarship	<ol style="list-style-type: none"> 1. Outstanding leadership of research activities, with exceptional success in obtaining research grants (including competitive national and international grants) and demonstrating excellent impact of research outcomes. 2. An international reputation for exceptional research and/or teaching scholarship, as exemplified by a demonstration of sustained high-level achievement of scholarly high impact peer reviewed publications, performances, creative works, citations and teaching outcomes or pedagogical innovation. 3. Successful application for patents and licenses based on original research and development. 4. Reports on high-level consultancies carried out for industrial and commercial firms. 5. Leadership in the generation of collaborative research and development programs with other institutions including universities, government agencies, industry, and commerce.
Professional peer recognition of significant achievements at a state, national and international level	<ol style="list-style-type: none"> 1. Leadership in professional societies and associations as demonstrated by the holding of executive office. 2. Election to learned academies, honorary degrees, awards, and prizes. 3. Membership of nationally and internationally recognised honorific societies, government advisory bodies, committees of inquiry and boards of management. 4. Referee or adjudicator for major national and competitive grant awarding or award-granting schemes or organisations. 5. External examiner in other higher education institutions. 6. Chair of a conference, panel member, plenary or keynote presentations at major national and international conferences. 7. Editor, editorial board member, invited contributor of international special issue journals and books. 8. External member on high-level selection committees for national and international appointments.
Research/research team leadership	<ol style="list-style-type: none"> 1. Successful guidance and development of early career researchers and postgraduate students through supervision, mentoring, monitoring and collaboration. 2. Leadership of successful research teams. 3. Fostering the research of other groups and individuals in the faculty/department/institute/centre and related disciplines as appropriate.
Outstanding community engagement and service	<ol style="list-style-type: none"> 1. Recognition as a significant contributor to the culture of the University upholding the university values. 2. Involvement in, and contribution to, activities extending beyond the University, particularly those relating to the candidate's profession or discipline, which reflect favourably on the University. 3. Ability to liaise and communicate effectively with members of the community, and where appropriate, professional and industry bodies in relation to research.
Potential for ongoing excellence	<ol style="list-style-type: none"> 1. Ability to continue to perform at a high level and make a significant contribution to the University's strategy and academic profile. 2. Commitment to positively promoting the culture of excellence, collegiality, and contributions to building the reputation of Charles Sturt University internally and externally.

Nomination process

(11) Nominations for the title of Distinguished Professor at Charles Sturt University may be submitted by a member of the Executive Leadership Team (ELT). Nominations may be made for either a current or a prospective academic staff member.

(12) Current academic staff members

- a. Nominations for current academic staff members will be conducted on a biennial basis.
- b. The Office of the Deputy Vice-Chancellor and Vice-President (Research) will announce the nomination round and outline the process in the relevant year.
- c. ELT members may submit nominations for current academic staff members, typically for the purpose of retention or recognition, using the [Distinguished Professor Nomination Form](#).

(13) Prospective academic staff members

- a. ELT members may nominate prospective academic staff members at any time, using the [Distinguished Professor Nomination Form](#).

Assessment and decision process

(14) The Distinguished Professor Committee (the committee) will review each nomination and determine that the evidence provided meets the criteria as set in clause 8 - 10.

(15) The committee may ask for additional information on any nominee and seek benchmarking data on performance relative to disciplinary or professional norms.

(16) The committee may at its discretion decide to interview the applicant.

(17) The committee may nominate and seek reports from referees who are respected international leaders in the field or gather any other information as is deemed necessary for assessing applications.

(18) On recommendation of the committee, the Vice-Chancellor has the authority to approve the candidate to be offered appointment as a Charles Sturt Distinguished Professor.

Distinguished Professor Committee membership and quorum

(19) The Deputy Vice-Chancellor and Vice-President (Research) convenes the committee, ensuring, as far as practicable, 40:40:20 gender representation.

(20) The committee will constitute:

- a. The Deputy Vice-Chancellor and Vice-President (Research) (as Chair)
- b. The Provost and Deputy Vice-Chancellor (Academic)
- c. Executive Deans of relevant faculty and/or Executive Director of the relevant research institute
- d. Two members of staff currently holding the title of Distinguished Professor
- e. Up to two external Distinguished Professors from one or more other universities.

(21) A committee member may not vote where the committee is considering the application of a staff member for whom they are the immediate supervisor.

(22) The quorum of the committee is five voting members.

Communication of outcomes

(23) Nominees receive written notification of the outcome and, where successful, an offer of appointment as Charles Sturt University Distinguished Professor. For internal nominees, copies of the offer are provided to the applicant's supervisor.

(24) If the nominee accepts the appointment, this will be communicated to University staff and reported to the University Council.

(25) Unsuccessful nominees will be advised of the outcome by the Deputy Vice-Chancellor and Vice-President (Research) with feedback on their unsuccessful nomination. The feedback may address any gaps in the evidence, strengths of the application, areas for improvement and advice on future activities that might be undertaken to strengthen the nomination.

Review of decisions

(26) An unsuccessful internal applicant may ask for a review of a decision if there is evidence of a breach of this procedure which has been a significant factor in the decision not to promote the applicant. Review requests must be submitted to the Vice-Chancellor for consideration.

(27) To be considered, the request for a review must be submitted to the Vice-Chancellor within 20 business days from the date of notification of decision.

(28) The Vice-Chancellor may decline to progress a review that they consider does not meet the grounds for review.

(29) Where the Vice-Chancellor upholds the grounds for a review, they will refer the outcome to the Deputy Vice-Chancellor and Vice-President (Research) to convene the Distinguished Professor Committee (the committee) to consider the application afresh.

(30) The committee will be convened with additional members from the membership of the committee that made the original recommendation.

(31) After the committee has considered the application, the chair will advise the Vice-Chancellor of the committee's decision and the reasons for it.

(32) The further decision of the committee will be final. There will be no further review of the decision within the University.

(33) The Vice-Chancellor will advise the applicant of the decision as soon as possible.

Terms of appointment

(34) Appointments as a Charles Sturt University Distinguished Professor are made on the following terms:

- a. Title: The title 'Charles Sturt University Distinguished Professor' or 'Distinguished Professor' may be used.
- b. Remuneration: A superannuable loading of \$25,000 per annum, in addition to the remuneration of their substantive appointment. (Enterprise Agreement employees only).
- c. Workload arrangements: The workload arrangements for Distinguished Professor appointments will be undertaken in accordance with clause 30.12 - Academic Institutional Leadership of the [Charles Sturt University Enterprise Agreement](#) 2023-2025, and will continue to include teaching activities and HDR supervision.
- d. Length of appointment: The title of Distinguished Professor is awarded by the Vice-Chancellor for a period of five years or until retirement or resignation of the staff member, whichever is earlier, unless the appointment is withdrawn earlier.

- e. Renewal of appointment: An award may be renewed upon its expiry where it is warranted by sustained exceptional performance (as assessed using the criteria in clause 10) and conduct during the period of the award. Distinguished Professors will be invited to submit a case for renewal during in the appropriate year. All submissions for renewal will be reviewed by the Deputy Vice-Chancellor and Vice-President (Research) with recommendation submitted to the Vice-Chancellor.
- f. Performance review: Appointment is subject to satisfactory performance and continuing to meet the criteria set out at clause 10, which will be reviewed through the University's PPDR/performance review processes.
- g. Withdrawal of appointment: The Vice-Chancellor, at their sole discretion, may withdraw the appointment from any individual. Such withdrawal will be in writing and the reasons for withdrawal are not required.

Section 4 - Guidelines

(35) Nil.

Section 5 - Glossary

(36) Nil.

Status and Details

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