



Honorary Awards and Titles Policy and Procedure

1. Preliminaries

Commencement

1.1 This policy and procedure commenced on 1 April 2024.

Purpose

1.2 Recognition of outstanding achievement and contributions to the community is an integral part of the concept and role of an Institute of Higher Learning. The Australian Guild of Education confers honorary titles and awards on individuals that have contributed to the advancement of knowledge or the betterment of society and who have achieved eminence in their field at a local, state, national and/or international level and to employees in recognition of senior positions and/or special purpose teaching positions.

Application

1.3 Only a small number of these titles and awards are made each year at the discretion of the BoD or by virtue of staff position.

This policy identifies the principles and criteria that apply to each of AGE's honorary titles and awards conferrals.

2. Definitions

For the purposes of this policy:

- a. **Appointment** means placing a person in an honorary position for a specified period.
- b. **Conferral** means bestowing a title or award in an honorary capacity, usually in perpetuity.

3. Policy Statement

AGE bestows the following honorary titles and awards.

3.1 Honorary Titles and Awards Conferred by the Board of Directors(BoD)

a. Emeritus Professor of the AGE

The BoD may confer the title of Emeritus Professor of AGE on a former professor who has:

- occupied the position of professor at AGE for a minimum period of five years, unless exceptional circumstances are involved; and
- given distinguished service to AGE through:
 - i. scholarly excellence in a specific field of study; or
 - ii. academic distinction to AGE through the general development of a specific field of scholarship nationally and/or internationally; or
 - iii. material contribution to the overall development of the organisation; and
- demonstrated a significant commitment to AGE.

The title of Emeritus Professor, which is normally conferred on retirement, is a high honour and is not conferred on all professors who retire from AGE's service. In exceptional circumstances, the title may be conferred on resignation, such as where the person is taking up a senior position elsewhere toward the end of their career.

In exceptional circumstances, the title of Emeritus Professor may be conferred upon an Associate Professor, where the Associate Professor has demonstrated that they meet the criteria as outlined in Clause(b) and (c) above.

b. Honorary Fellow of AGE

The BoD may confer the title of Honorary Fellow of the AGE on a person who has made a particular and sustained contribution to the AGE well beyond the normal expectations of their role or association with the AGE. Such contributions may be in:

- furthering the academic endeavours of the AGE;
- representing and advocating on behalf of the AGE;
- supporting members of the AGE community;
- enhancing the resources of the AGE;
- supporting the mission, goals and strategic plan of the AGE.

c. Distinguished Professor

The BoD may appoint a professor of AGE, for a period of five years renewable upon successful application as a Distinguished Professor where they have achieved eminence at a national or international level. A Distinguished Professor must demonstrate:

- their international influence within their field;
- their commitment to excellence;
- their contribution to AGE and the world;
- their continuing intellectual leadership; and
- that they continue to be highly recognised in their field.

d. Distinguished Fellow

The Board of Directors may appoint an academic staff member of the AGE, for the duration of their tenure, as a Distinguished Fellow where they have achieved eminence at a national or international level through academia, performance, publication or other means of scholarship recognised within the AGE Academic Scholarship Framework.

e. Professor and Associate Professor, Adjunct Professor - BoD Appointment

The Board of Directors at their discretion may appoint a current staff member of the AGE, for the duration of their tenure, as a Professor or Associate Professor where they:

- hold a senior leadership position; and
- have achieved exceptional national or international recognition for excellence or distinction in teaching or performance; or
- have a record of excellence in scholarship, have been offered a full professorship or other senior academic position at another tertiary institution and the AGE wishes to retain them.

3.2 Appointments made by virtue of staff position

This category reflects the nomenclature of conservatories, universities and other music and creative arts institutions in Europe and Asia where titles are reflective of teaching position. For conferrals of honorary titles made by virtue of staff position, the Academic credentials of the staff member as a Level D or E Academic, must undergo external review.

a. Professor, Associate Professor, Adjunct Professor - staff appointment

A staff member will use the title Professor, Associate Professor or Adjunct Professor where they are:

For Professor

- Head of a Subject, Level D or E academic, including instrumental disciplines, with no less than 20 years of teaching experience; and
- Have made recognisable contribution at a national or international level in their area of scholarship; or
- Have made significant contributions to AGE as an institution, or
- are a Senior Principal Research Fellow, Level E academic

For Associate Professor

- Head of Subject (Level D or E academic) with no less than 14 years of teaching experience; and
- Have made recognisable contribution at a national or international level in their area of scholarship; or

- Have made significant contributions to AGE as an institution.
- Are a Senior Principal Research Fellow, Level D academic

For Adjunct Professor

A teacher, academic, or musician, not employed by AGE but by virtue of a distinguished career and association with AGE - that provides examination services, masterclasses, specialist services or the like at a senior academic level (D or E) within AGE is recognised as Adjunct Professor.

For Professor, Associate Professor and Adjunct Professor, the honorary titles may continue to be used after leaving the AGE if it has been held for a period of no less than four years.

For Honorary Fellow

A visiting or contracting instrumental teacher or examiner that meets Level D academic criteria and makes significant contributions to the academic life of AGE.

Visiting Professor and Visiting Fellow

The Academic Director and the CEO may make Visiting Professor and Visiting Fellow appointments for a department where:

- a person is invited to undertake activities with or alongside a department that significantly further AGE's mission, goals and strategic plan; and
- the appointment will result in significant benefit for the AGE.

Visiting appointments:

- provide recognition to those who seek to be associated with the AGE to undertake independent scholarly work;
- recognise individuals who already have an academic appointment with another institution and who continue to be paid by that institution with the intention of returning to their substantive position elsewhere; and
- cover short-stay academic staff from other institutions and external students in appropriate circumstances.

Visiting appointments may be made for a maximum of one year, and may be renewed up to a maximum of three years.

A person external to the AGE is eligible for the title of Visiting Professor where they hold or have previously held the position of Professor at another tertiary institution either in Australia or abroad.

A person external to the AGE who is from within or outside the tertiary sector is eligible for the title of Visiting Fellow where they have not held the title of Professor prior to their

appointment. Visiting Fellow appointments can include persons sponsored under an Occupational Training visa.

The titles of Visiting Professor or Visiting Fellow are not intended for academics and others that the AGE invites to present a seminar, workshop, plenary to a conference and the like.

3.3 Notes on Honorary Awards/Titles

Honorary titles and awards will not, other than in exceptional circumstances, be conferred on:

- a. current elected representatives in local, state or federal government;
- b. persons who are deceased; or
- c. persons who are unable to attend a nominated ceremony to receive the honour where applicable.

Those who are conferred an honorary title or award are expected to advance the AGE's reputation and standing in the BoDmunity.

Nothing in this policy precludes the BoD conferring an honorary title or award of its own initiative, and on criteria it considers appropriate in the circumstances. This can include existing awards of the AGE.

In the case of BoD allocated awards, they may at any time, rescind an honorary award if the person has been found to have breached the AGE Code of Conduct, brought the organisation into disrepute and/or is found to have blemished the reputation of AGE by other conduct.

If a circumstance arises that may require such action, the recipient of the award will be notified in writing of the allegations made about them and invited to provide written evidence for consideration by the BoD as to why the award should not be rescinded. If it is determined by the BoD that the award is to be rescinded, this should be passed by a $\frac{2}{3}$ majority and the person notified in writing of the decision, the reasons for the decision and instructed to cease from using any post nominals associated with the award.

An honorary title cannot be conferred or approved as an alternative to the normal competitive recruitment and appointment, or academic promotion processes of the AGE.

4. Responsibilities

The BoD, Executive Management Committee (EMC) are responsible for the implementation of this policy. The Academic Board is responsible for Academic oversight of senior academic positions as stipulated in the Terms of Reference and Staff Qualifications, Recruitment and Appointment Policy and Procedure.

5. Procedures

5.1 Honorary Titles and Awards Conferred by the Board of Directors(BoD)

Honorary Titles and Awards are conferred at the discretion of the BoD.

A person may be nominated for an Honorary Title or Award by members of the BoD, the Academic Board or the EMC. A nomination must be accompanied by a rationale for the nomination and provide evidence/explanation about how the nominee meets the criteria. Where a conflict of interest exists or a perceived conflict of interest exists, this must be declared and the person recuse themselves from any decision making process

3.2 Appointments made by virtue of staff position

For Honorary Titles and Awards conferred by virtue of staff position, the Academic Award Level of the candidate must first be established prior to the appointment and verified by a suitably qualified third party. The responsibility for carrying out this process rests with the person(s) responsible for making the appointment in accordance with the Staff Qualifications, Recruitment and Appointment Policy and Procedure

6. Related Legislation and Documents

Internal Documents

- Staff Qualifications, Recruitment and Appointment Policy and Procedure
- Staff Grievance Handling Policy and Procedure
- Diversity, Equity and Inclusion Policy and Procedure
- AGE Governance Charter

External Documents

- Higher Education Academic Staff Award (2020)

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021 (www.legislation.gov.au/Details/F2021L00488)	<ul style="list-style-type: none">● Standard 3.2● Standards 5.2 & 5.4● Standards 6.1 & 6.3
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (www.legislation.gov.au/Details/F2017L01182)	

8. Document Control

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