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Awarding of RMIT Distinguished Professor title instruction

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Instruction statement

The awarding of an RMIT Distinguished Professorship title is a high honour, used to acknowledge and reward sustained, outstanding performance.

To be eligible for consideration as a Distinguished Professor, nominees must be eligible to hold the title 'Professor' of RMIT University. The award is for a five year period and includes: use of the title of 'RMIT Distinguished Professor'; remuneration at Academic E with loading of 50%; and research and/or teaching and learning support funding of \$30k per annum.

This instruction outlines the nomination, approval and implementation processes to be followed in the awarding of the title of RMIT Distinguished Professor.

Exclusions

Non-academic staff

Instruction steps and actions

Instruction (including key points)	Responsibility	Timeline
1. Nominations		
A nomination submission is made by a Deputy Vice-Chancellor (DVC) or College Pro Vice-Chancellor (PVC) on the RMIT Distinguished Professor Nomination Form and submitted to Deputy Vice-Chancellor, Research and Innovation (DVC R&I).	Deputy Vice-Chancellor (DVC) or College Pro Vice-Chancellor (PVC)	As soon as practicable
The Nomination Form will include evidence of performance and esteem against the guiding indicators for demonstrated performance (see Attachment A)		
A copy of the curriculum vitae of the nominee will be attached to the Nomination Form.		
The name of the nominee will be forwarded by the Office of the DVC (R&I) to the Manager, Research Information & Reporting in the Research Office.	Office of DVC R&I	As soon as practicable
2. Assessment of Nomination		
The Manager, Research Information & Reporting will prepare a report of Nominee's research outputs as reported in ResearchMaster, Scopus, SciVal, Web of Science and Google Scholar, which includes: <ul style="list-style-type: none"> ERA eligible scholarly publications and creative works HERDC eligible research grants and funding HDR completions whilst at RMIT Citations: per paper; h-index; impact factor compared to discipline peers Collaborative agreements/partnerships through co- publications and funded contracts Development of Early Career Researchers and HDR candidates through co-authorship and shared funding agreements as Chief Investigator. <p>Course Experience Survey outcomes will be sourced from the Survey Services Centre.</p> <p>The above information will be forwarded to the DVC (R&I)</p>	Manager, Research Information & Reporting	Within 3 weeks of receiving notification of nomination
The DVC R&I will normally convene a Distinguished Professorship Committee on an annual basis to assess the nomination submission against the RMIT Distinguished Professor guiding indicators of demonstrated performance (see Appendix A).		
Committee membership will comprise: <ul style="list-style-type: none"> DVC (R&I) – Chair DVC (Education) or nominee 3 College PVCs or nominees 	DVC R&I	Normally 4 weeks from receipt of nomination form

The panel should aim to have appropriately mixed gender representation.

The Office of the DVC R&I will provide secretarial support to the Committee, sourcing and distributing documentation and recording Committee recommendations.

The Distinguished Professorship Committee will review the nomination submission and report of research outputs against RMIT Distinguished Professor guiding indicators of demonstrated performance (see Appendix A).

The Committee will agree a recommended outcome of the nomination and a recommended commencement date for the Award.

Distinguished
Professorship
Committee

At meeting or by
electronic
circulation

The Committee Chair will record the Committee's recommended outcome on the RMIT Distinguished Professorship Nomination Form (Recommended / Not Recommended) and sign the Form. The Committee Chair will forward the recommendations and supporting documentation, including the signed Nomination Forms (and a salary loading form if more than 50% is being requested) for recommended nominees to the Vice-Chancellor for approval, and copy the Executive Director Human Resources.

Committee
Chair

Following
Committee
decision

The signed Nomination Form will be recorded in TRIM and stored with the Committee meeting papers.

Office of DVC
R&I

Vice-Chancellor to consider the recommendations and Approve / Not Approve the award of an RMIT Distinguished Professorship (including title, loading and support funding)

VC

Following receipt
of the
recommendations

In exceptional circumstances the VC may approve the awarding of the title of RMIT Distinguished Professor without the convening of the Distinguished Professorship Committee, following endorsement by the DVC (R&I) or DVC (E).

VC

As necessary

3. If the nomination is RECOMMENDED

The DVC R&I will communicate the outcome of the nomination to the nominating DVC or PVC, the Dean/Head of School of the Nominee and the Executive Director, HR.

DVC R&I

Within 1 week of
Committee
decision

The DVC R&I will provide a copy of the applications and VC's approval to the Executive Director Human Resources.

The Nominating DVC or PVC will communicate the outcome of the nomination to the Nominee.

Nominating DVC
or PVC

Within 1 week of
receiving
Committee
recommendation

The Office of the DVC R&I will forward a copy of the signed Nomination Form and supporting documentation to the School Manager.

Office of DVC
R&I

After the
Dean/Head of
School has been
notified

Shared Services, Human Resources will process the Award and loading as per the established process and notify the Office of the DVC R&I when the process has been completed.

Shared
Services, HR

Within 1 week of
the approved
nomination being
returned to HR

The Award of RMIT Distinguished Professor will commence from the date stated in the letter from Shared Services

Shared Services, Human Resources will ensure a copy of the signed Nomination Form is stored on the Awardees personnel/TRIM file

Shared
Services, HR

The Office of the DVC R&I will notify the Finance Manager, R&I of the Award start date.

Office of DVC
R&I

Within 1 week of
notification from
HR

The Finance Manager, R&I will arrange access for the Distinguished Professorship Awardee(s) to the allocated research support funds.

Finance
Manager, R&I

Within 2 weeks of
notification from
HR

Recipients will receive an Award Certificate.

Senior Advisor,
Communications

At least 1 month
prior to scheduled

Senior Advisor, Communications (Research Office) will coordinate the printing, signing (by VC) and framing of Award certificates and delivery of certificates to University Events for presentation at the University Teaching & Research Awards ceremony or other suitable event.	(Research Office)	Awards ceremony or event
Awards of the title of RMIT Distinguished Professor will be presented as part of the annual University Teaching & Research Awards ceremony or other suitable event.	University Events	As soon as practicable

4. If the nomination is NOT RECOMMENDED

The Nominating DVC, PVC or relevant member of the Committee will communicate the outcome of the nomination to the Nominee and their Dean/Head of School.	Nominating DVC or PVC	Within 1 week of Committee decision
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Appendix A – Guiding indicators of demonstrated performance

The awarding of an RMIT Distinguished Professorship title is a high honour. The expectation is that the person would be outstanding in their field and continuing to demonstrate excellence. To be eligible for consideration as a Distinguished Professor, nominees must be eligible to hold the title 'Professor' of RMIT University.

The award of an RMIT Distinguished Professor will be used to acknowledge and reward sustained, outstanding performance. The award will:

- include the use of the title of 'RMIT Distinguished Professor' for five years or until the retirement or resignation of the staff member, whichever is earlier
- be remunerated at **Academic E with a salary loading of 50%, with the total salary attracting Enterprise Agreement increases**. However, if the Professor's current remuneration is greater than this amount (i.e. Academic E + 50%), their remuneration will be maintained at the higher level for the period specified in their current remuneration arrangement. In the event that a Distinguished Professor's total remuneration falls below Level E+50% during the Award period they will receive a Distinguished Professor salary loading to ensure that their total remuneration is equivalent to Level E + 50% salary. This remuneration will be funded by the staff member's School or Organisational Unit
- be supported through **research and/or teaching and learning support funding of \$30k per annum** during their Distinguished Professorship. This support will be provided by either the Research & Innovation Portfolio or the Education Portfolio.
- An international reputation for outstanding research and scholarship as exemplified by:
 - sustained high level achievement in scholarly publications, performances, creative works, citations (well above world average performance)
 - invitations to give keynote addresses
 - selection to exhibit in prestigious exhibitions e.g. the Venice Biennale or galleries of international renown
 - success in obtaining research grants and external funding
 - election to learned academies
 - Fellowships, awards, prizes and honorary degrees.

Evidence that may be presented to support this would include being a recipient of:

- a Fellowship from one of the Australian Learned Academies (such as the Academy of Science) or equivalent international academy
- an Australian Research Council (ARC) Laureate Fellowship
- equivalent National Health and Medical Research Council (NHMRC) Fellowship
- a prestigious award (e.g. Nobel Prize, Fields Medal, Prime Minister's Prize, Eureka Prize, Victoria Prize, Abel Prize, Archibald Prize)
- identification as a highly cited researcher (e.g. through the Thomson Citation Index).
- Demonstrated evidence of successfully guiding the development of younger colleagues and postgraduate students through supervision, mentoring and collaboration and a track record of research degree completions.
- Demonstrated high performance research team leadership.
- Professional peer recognition of significant achievements at a state, national and international level exemplified by leadership of professional associations and outstanding contributions to continuing education and peer review.
- Outstanding learning and teaching achievements, including innovation in pedagogy and curriculum design, student assessment and student learning outcomes.

Evidence that may be presented to support this would include:

- being awarded an International, National or State Award for University Teaching
- being awarded an RMIT University Vice Chancellor's Distinguished Teaching Award or Award for Outstanding Impact in Learning and Teaching
- success as the lead researcher in national (Office for Learning and Teaching (OLT)/Australian Learning and Teaching Council (ALTC)) grant rounds
- broad implementation of new educational delivery methodologies or curriculum innovation

- sustained levels of excellence in student satisfaction and graduate outcomes
- commercial publications (book/monograph) reputation on university teaching, or commercially published textbooks, published through houses of high national/international reputation.
- Outstanding performance in innovation and the translation of research outcomes for Australian or global benefit including commercialization of Intellectual Property, influence on public policy or improved practices resulting in direct benefit to the economy, community and/or environment.

Evidence that may be presented to support this would include:

- successful application for patents and licences based on original research and development
- published reports commissioned by government agencies or international organizations
- membership of government advisory bodies, committees of inquiry and boards of management
- original designs and executed structures or instruments which result in high professional standing
- record of achievement in the transfer and application of the results of research and development to industry and commerce, the professions and wider community.
- Outstanding community engagement as evidenced by:
 - involvement in, and contribution to, the profession, discipline and professional societies or academies, extending beyond the University, which reflect favourably on the University
 - leadership in the generation of collaborative research and development programs with other institutions including; universities; government agencies; industry; or community bodies
 - service to the University as exemplified by active participation in major University committees, influential leadership whilst holding an office of responsibility, and/or demonstrated high achievement in senior management roles at Discipline, School, College or University level.

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Related policy

- [Remuneration policy](#)

Related procedure

- [Loadings procedure](#)
 - Section 2. Person specific (skill/competency) loading
 - Section 3. Applications for loading

Awarding of RMIT Distinguished Professor title instruction

DVC: Deputy Vice-Chancellor

DVC (R&I): Deputy Vice-Chancellor (Research & Innovation) HR – Human Resources

PVC: Pro Vice-Chancellor

R&I: Research & Innovation Portfolio VC – Vice-Chancellor

HDR: Higher Degree by Research