

Appendix B - Awarding the Distinguished Professor Instructions

Instruction (including key points)	Responsibility	Timeframe
1. Nominations		
<ul style="list-style-type: none"> A Distinguished Professor Nomination Form is completed by a DVC and submitted to DVC, R&I. The Nomination Form will include evidence of outstanding performance against the eligibility criteria (see Appendix A) A copy of the curriculum vitae of the nominee will be attached to the Nomination Form. 	Deputy Vice Chancellor (DVC)	As soon as practicable
2. Assessment of Nomination		
<p>The Office of the DVC R&I will provide secretarial support to the Committee, sourcing and distributing documentation and recording Committee recommendations.</p> <p>The information below will be sent to the DVC R&I in preparation for review:</p> <ul style="list-style-type: none"> A report of the nominee's research output and creative practices, which may include: <ul style="list-style-type: none"> HERDC eligible scholarly publications and creative works 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 Course Experience Survey outcomes will be sourced from the Survey Services Centre. 	Office of DVC R&I	Within 3 weeks of receiving notification of nomination

<ul style="list-style-type: none"> Staff Survey results, where appropriate, will be sourced from P&C Partnering team. For external appointments, evidence of meeting the eligibility criteria will be collected by the nominating Office of the DVC and sent to the DVC R&I. 		
<ul style="list-style-type: none"> The DVC R&I will convene a Distinguished Professor Committee to assess the nomination submission against the criteria. 	DVC R&I	Normally 4 weeks from receipt of nomination form
<ul style="list-style-type: none"> The Distinguished Professor Committee will review and agree to a recommended outcome. 	Distinguished Professor Committee	At meeting or by electronic circulation
<ul style="list-style-type: none"> The Committee Chair will record the Committee's recommended outcome on the RMIT Distinguished Professor Nomination Form (Recommended / Not Recommended) and sign the Form. The Committee Chair will forward the recommendations and supporting documentation to the Vice Chancellor for approval, CC-ing the Vice-President (VP) People & Culture (P&C). 	Committee Chair	Following Committee decision
<ul style="list-style-type: none"> The signed Nomination Form will be recorded in TRIM and stored with the Committee meeting papers. 	Office of the DVC R&I	
<ul style="list-style-type: none"> Vice-Chancellor to consider the recommendations and Approve / Not Approve the Distinguished Professor award (including title, loading and support funding). 	VC	Following receipt of the recommendations
<ul style="list-style-type: none"> Final nominations outcomes to be shared with the DVC R&I and the VP P&C. 	VC	
3. Steps taken where a nomination is recommended		
<ul style="list-style-type: none"> The DVC R&I will communicate the nomination outcome to the nominating DVC. 	DVC R&I	Within 1 week of the Committee decision

<ul style="list-style-type: none"> The nominating DVC will communicate the outcome of the nomination to the Nominee. 	Nominating DVC	Within 1 week of receiving Committee recommendation
<ul style="list-style-type: none"> The Office of DVC R&I will provide a copy of the applications and VC's approval to the P&CTeam. 	Office of DVC R&I	After the Dean has been notified
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> P&C Team will process the Award and notify the Office of the DVC R&I at completion. 	P&C Team	Within 1 week of the approved nomination being returned to P&C Team
<ul style="list-style-type: none"> P&C Team will ensure a copy of the signed Nomination Form is stored on the staff member's Workday profile 	P&C Team	Internal: within 1 week of the approve nomination being returned to the P&C Team External: at commencement with RMIT
<ul style="list-style-type: none"> The Office of the DVC R&I will notify the Finance Business Partner R&I of the Award start date. 	Office of the DVC R&I	Within 1 week of notification from P&C Team
<ul style="list-style-type: none"> The Finance Business Partner, R&I will arrange access for the Distinguished Professorship Awardee(s) to the allocated research support funds. 	Finance Business Partner R&I	Internal: Within 2 weeks of notification from P&C Team External: at commencement with RMIT
<ul style="list-style-type: none"> Recipients will receive an Award Certificate. Executive Officer (DVC R&I 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. 	Executive Officer (DVC R&I Office)	At least 1 month prior to scheduled Awards ceremony or event
<ul style="list-style-type: none"> Awards of the title of RMIT Distinguished Professor will be 	University Events	As soon as practicable

presented as part of the annual University Teaching & Research Awards ceremony or other suitable event.		
4. Steps taken if the nomination is not recommended.		
<ul style="list-style-type: none"> The Nominating DVC or relevant member of the Committee will communicate the outcome of the nomination to the Nominee and their Dean/Executive Dean. Constructive feedback will be provided to the Nominee outlining the reasons why the nomination was not recommended on this occasion. Consider additional support or opportunities to strengthen future applications. Unsuccessful nominees will be advised that they may be renominated in subsequent years. A minimum period of 12 months is required between nominations and notification of an unsuccessful application. 	Nominating DVC	Within 1 week of Committee decision
5. Reappointment Process		
<ul style="list-style-type: none"> Distinguished Professor completes a re-appointment form and seeks support from relevant DVC. 	Distinguished Professor, Supporting DVC	As soon as practicable
<ul style="list-style-type: none"> Reappointment applications will be reviewed by the Distinguished Professor Committee on an annual basis in line with Section 2 of these instructions. 	Distinguished Professor Committee	Normally 4 weeks from receipt of reappointment form
<ul style="list-style-type: none"> If the reappointment is recommended, refer to Section 3 of these instructions. 		
<ul style="list-style-type: none"> If reappointment is not recommended, refer to Section 4 of these instructions. 		