



## Curtin University Fellow Procedures

### 1. POLICY SUPPORTED

[Honorary Awards Policy](#)

### 2. PROCEDURAL DETAILS

#### 2.1 Nominations for Curtin University Fellow

- 2.1.1 A call for nominations for the Curtin University Fellow award will be made on a regular basis.
- 2.1.2 The call for nominations will be timed so that a Council resolution to approve the award of Curtin University Fellow may be made in time to allow presentation at the next relevant round of graduation ceremonies.
- 2.1.3 Nominations are encouraged for individuals from diverse backgrounds, in support of gender equity and diversity.
- 2.1.4 Nominations will at all stages be treated confidentially. A nominee should not be advised of or consulted about their nomination at any stage.
- 2.1.5 Council members and staff of the University may provide nominations for a Curtin University Fellow.
- 2.1.6 Nominations made by a member of the Council, the Vice-Chancellor or an Executive Manager may be submitted directly to the Secretariat.
- 2.1.7 Nominations made by other members of staff must be submitted to the Secretariat through their Executive Manager.
- 2.1.8 Nominations will be submitted using the relevant nomination form.

#### 2.2 Review of nominations

- 2.2.1 The Secretariat will:
  - a) conduct an initial review of nominations to ensure:
    - i) all relevant criteria have been addressed; and
    - ii) all supporting documents have been provided.
  - b) forward completed nominations to the Honorary Awards and Appointments Committee (HAAC) for consideration.
- 2.2.2 The HAAC will:
  - a) assess nominees against award criteria;
  - b) obtain and consider any additional information considered necessary;
  - c) ensure due diligence process processes have been undertaken;
  - d) consider whether a nominee would be better suited for an award other than the one for which they have been nominated; and
  - e) recommend nominations to the Executive Committee for approval by the Council.
- 2.2.3 The Executive Committee will:
  - a) consider the recommended nominees;
  - b) obtain and consider any additional information considered necessary; and
  - c) recommend nominations for approval by the Council.
- 2.2.4 The Council will consider the recommended nominations and may approve a Curtin University Fellow award, provisional on confirmation of the nominee's willingness to accept the award.

## **2.3 Notification of decision**

- 2.3.1 The Vice-Chancellor will inform the successful nominee(s) advising them of the Council's decision and will invite the recipient to accept the award.
- 2.3.2 Where the nominee is willing to accept the award offered, the award will be:
- a) conferred in accordance with relevant University policies and procedures; and
  - b) presented according to section 2.4 below.
- 2.3.3 The offer of the award will be deemed to have lapsed if the nominee:
- a) is not willing to accept the award offered; or
  - b) has not communicated their intention within six months of being advised of the offer.
- 2.3.4 Where a nomination is unsuccessful, the Vice-Chancellor will advise the nominator, in confidence, of the outcome.

## **2.4 Event in celebration of the award**

- 2.4.1 The award of Curtin University Fellow will be celebrated at an appropriate event as determined by the Vice-Chancellor and managed by University Events..
- 2.4.2 In exceptional circumstances and at the discretion of the Vice-Chancellor, presentation may be conducted in absentia where the nominee has accepted the University's offer of the award but has since become incapacitated or is otherwise prevented from attending a presentation event.
- 2.4.3 In circumstances in which the Council has resolved to approve an award and the nominee has accepted the offer but has since died, a Curtin University Fellow award may be presented posthumously.

## **2.5 Communication and relationship with recipients**

- 2.5.1 Corporate Communications will coordinate all internal and public announcements in relation to the conferral of a Curtin University Fellow award.
- 2.5.2 The Office of the Provost will:
- a) maintain a list of the recipients of the Curtin University Fellow award; and
  - b) manage the University's ongoing relationship with the recipient of a Curtin University Fellow award.

## **2.6 Duration of the Curtin University Fellow award**

- 2.6.1 The Curtin University Fellow award will normally be conferred in perpetuity.

## **2.7 Benefits and entitlements of Curtin University Fellow award recipients**

- 2.7.1 Recipients of the Curtin University Fellow award are entitled to use the post-nominal in all situations and for all correspondence and cite the official award abbreviation (CF) after their name.
- 2.7.2 Curtin University Fellows will be invited to significant University occasions as appropriate.

## **3. RESPONSIBILITIES**

There are no additional responsibilities other than those set out under section 2.

## **4. SCOPE OF PROCEDURES**

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor).

## **5. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*Nil*

## 6. SCHEDULES

Nil

## 7. RELATED DOCUMENTS/LINKS

[Awards and Graduations Manual](#)

[Nomination Form](#)

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<b>Policy Manager</b>	Chief Legal Officer
<b>Approval Authority</b>	Honorary Awards and Appointments Committee
<b>Review Date</b>	1 <sup>st</sup> April 2028

### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	11/12/2013	Council	C 206/13	Attachment 3 to Confidential Document No 01236/13, effective 1 January 2014
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Approved	07/12/2016	Council	C 188/16	Attachment C to Item 8.1.4
	Approved	29/03/2021	Honorary Awards and Appointments Committee	HAAC 07/21	Attachment F to Item 9
	Approved	3/12/2024	Honorary Awards and Appointments Committee	HAAC 20/24	Circular Resolution CR02/24