Appointment as Laureate Professor Procedure

Section 1 - Introduction

(1) This procedure outlines the nomination, assessment, appointment, re-appointment, and performance review processes for awarding the titles of Laureate Professor and Distinguished Laureate Professor at the University of Newcastle (University). It applies to all relevant staff and the Award Committee involved in these processes.

(2) This procedure supports the Appointment of Laureate Professor Policy and must be read in conjunction with that document.

Section 2 - Scope

(3) This policy applies to Level E academic staff of the University. This excludes honorary, sessional, and visiting appointments.

Section 3 - Procedural

Assessment Criteria

(4) Applications for the award of the titles Laureate Professor or Distinguished Laureate Professor will be assessed by the Award Committee against the following criteria and their respective weightings:

Table 1 – Assessment Criteria for nomination for Laureate Professor or Distinguished Laureate Professor

Criteria	Description	Weighting
Impactful Research Portfolio	Demonstrated through major publications with international publishers and top-ranked journals, and through the attraction and successful management of competitive external research funding that advances the University's research priorities. Equivalent outputs relevant to the discipline will also be considered.	25%
Leadership in Research and Education Service	Evidence of exceptional and sustained leadership in research, education and engagement; significant contributions to service within the University; stewardship of the discipline through active involvement in mentoring others and building capacity both beyond the individual’s research area and across the broader academic or professional community, including outside the University.	25%
National and International Disctinction	Recognition may include prestigious prizes, awards, patents, honours, and/or membership in Australian or international learned academies or comparable organisations.	15%
Strategic Alignment	Evaluation of the candidate's future potential contributions and alignment with the University's strategic priorites and values, that include but are not limited to, equity, diversity and inclusion initiatives.	15%
Peer Recognition	Demonstrated through extensive international citations and recognition by academic or professional peers.	10%

Criteria	Description	Weighting
Teaching Contribution	Impactful contributions to undergraduate, postgraduate, and Higher Degree by Research (HDR) teaching, with evidence of internationally recognised contributions to teaching and learning. This may include, for example, international teaching awards, invited teaching engagements or curriculum development abroad, leadership in global education initiatives, or widely adopted pedagogical innovations.	10%

Nomination Process

(5) A nomination for the award of the title of Laureate Professor may be submitted at any time throughout the year.

(6) Nominations must be made by the relevant College Pro Vice-Chancellor and include:

a. a letter of recommendation from the nominator (refer to template Appendix 1), accompanied by a comprehensive statement from the candidate detailing the basis for the nomination and explicitly addressing the criteria in Table 1 (refer to template Appendix 2);
b. the candidate's current Portfolio and Curriculum Vitae (CV); and
c. reports from at least three (3) referees (refer to template Appendix 3) who:
    i. are external to the University;
    ii. hold a professorial level position; and
    iii. are of international standing in the candidate's field.

(7) A formal endorsement is required from:

a. the relevant College Pro Vice-Chancellor, for nominees who are employed within a College;
b. the relevant Division Pro Vice-Chancellor, for nominees who are employed within a Division; or
c. the relevant Deputy Vice-Chancellor, for nominees at the level of Pro Vice-Chancellor or above.

(8) Nominations must be submitted in confidence to the Chief People and Culture Officer. Following receipt, Human Resource Services will convene the Award Committee, and gather information required by the Award Committee.

Award Committee

(9) All nominations for the award of the title of Laureate Professor will be considered by the Award Committee.

(10) The Award Committee may also serve as the recruitment selection committee for candidates nominated through a recruitment process.

(11) The Award Committee will comply with the Gender Inclusive Membership of University Committees Policy and membership will comprise:

a. Deputy Vice-Chancellor (Research and Innovation) (Chair);
b. Vice-Chancellor or their nominee;
c. Senior Deputy Vice-Chancellor (Academic & Global);
d. President Academic Senate;
e. Deputy Vice-Chancellor Engagement and Equity;
f. Pro Vice-Chancellor Indigenous Strategy and Leadership;
g. up to two Distinguished Laureate Professors to ensure gender balance requirements are met; and
h. Chief People and Culture Officer.

(12) A Human Resource Services representative must also attend the Award Committee meeting in an administrative

capacity. This representative must not be a voting member.

(13) The members of the Award Committee must comply with the Disclosure of Interest Policy and Procedure.

(14) The Award Committee Chair may nominate a suitable replacement Chair where a conflict of interest exists.

(15) If an Award Committee member is unavailable to serve on the Award Committee the Chair may nominate a suitable replacement.

(16) The endorsing College Pro Vice-Chancellor may be invited to the Award Committee meeting to provide additional information on the candidate in the relevant field of scholarship, or provide informed comment on the candidate's professional standing, and/or contribution to the University.

(17) Human Resource Services will obtain a comparison report for candidates of quantitative and qualitative data against high performing peers in the same category.

(18) The Award Committee will assess each nomination against the assessment criteria and make a recommendation to the Chair for award of a title of Laureate Professor.

(19) The Vice-Chancellor will consider the recommendation of the Award Committee and approve or not approve the award of a title.

(20) The Vice-Chancellor will inform the successful and unsuccessful candidates.

(21) The Vice-Chancellor or Chair will advise the College Pro Vice-Chancellor of unsuccessful nomination(s) and provide the feedback from the Award Committee.

(22) The decision of the Vice-Chancellor is final and not subject to appeal.

Re-appointment Process

(23) Human Resource Services will notify the relevant College Pro Vice-Chancellor prior to the end of term of a Laureate Professor appointment.

(24) If re-appointment is sought, the College Pro Vice-Chancellor must submit the following information to Human Resource Services two weeks prior to the Award Committee convene date:

a. a letter of support which outlines:
    i. the candidate's performance and leadership contributions since the last date as Laureate Professor, with reference to whole of career achievements; and
    ii. future performance expectations that align with the University's Strategic Plan and priorities.
b. a current Portfolio and Curriculum Vitae for the candidate highlighting achievements over the last five (3) years. This should include a career overview, major research achievements, and annual performance reports (Clause 30) that demonstrate alignment with the criteria outlined in Table 1 (refer to template in Appendix 2); and
c. reports from at least three (3) referees (refer to template in Appendix 3) who are:
    i. external to the University;
    ii. hold a professorial level position; and
    iii. who are of an international standing in the candidate's field.

(25) Human Resource Services will obtain a comparison report for candidates of quantitative and qualitative data against high performing peers in the same category.

(26) Re-appointment of a Laureate Professor will be considered by the Award Committee.

(27) The Award Committee may recommend the title of Distinguished Laureate Professor for candidate's who have completed two terms as a Laureate Professor.

(28) The Vice-Chancellor will consider the recommendation by the Award Committee for re-appointment, and approve or not approve.

(29) The Vice-Chancellor will notify both successful and unsuccessful candidates.

(30) The Vice-Chancellor or Award Committee Chair will inform the College Pro Vice-Chancellor of unsuccessful re-appointments and provide the feedback from the Award Committee.

(31) The decision of the Vice-Chancellor is final and not subject to appeal.

(32) Should a Laureate Professor not be granted a second term, the candidate may re-apply in future recruitment rounds, subject to a two-year exclusion period after each application. After two terms as Laureate Professor, the Award Committee will not consider further applications from the same candidate for the title of Laureate Professor.

Section 4 - Reporting

(33) Laureate Professors are required to submit annual performance reports, in alignment with the Academic Planning and Performance or Triennial Planning Performance Processes (as applicable), that comprehensively detail their progress and achievements including substantiating evidence of their contributions in relation to each of the criteria specified in Table 1.

(34) Human Resource Services will provide advanced notice and formally request that Laureate Professors prepare annual performance reports for review by the Award Committee as required.

(35) As part of the process, the Award Committee undertakes a comprehensive review of the Laureate Professor’s performance, considering achievements, impact, and alignment with the strategic goals of the University. The Award Committee evaluates both qualitative and quantitative indicators, including research excellence, leadership, collaboration, engagement and teaching contribution.

(36) Following this review, the Award Committee formulates recommendations and feedback for the Vice-Chancellor. These may include commendations for outstanding contributions, suggestions for future focus areas, or guidance on continued alignment with institutional priorities.

(37) The Vice-Chancellor or Award Committee Chair will provide this feedback to the relevant College Pro Vice-Chancellor, who will subsequently communicate it to the Laureate Professor. The discussion will be documented in Success Factors with Annual Performance Planning (APP) goal setting to align key future focus areas and guidance on continued alignment with institutional priorities.

Section 5 - Appendices

(38) Appendix 1 – Laureate Professor Nomination Template

(39) Appendix 2 – Laureate Professor Assessment Criteria Template

(40) Appendix 3 – Laureate Professor Referee Report Template

Status and Details

Status	Current
Effective Date	6th November 2025
Review Date	6th November 2028
Approval Authority	Chief People and Culture Officer
Approval Date	3rd November 2025
Expiry Date	Not Applicable
Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
Enquiries Contact	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au Human Resource Services

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Candidate" - With regard to Higher Degree by Research it has the same meaning as student. For all other instances it is a person considered for appointment to a position.

"Level E academic" - Professor.

"Postgraduate" - Any qualification being at the level of Graduate Certificate or above.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Undergraduate" - Refers to any qualification up to and including the level of a Bachelor Honours degree.

"College" - An organisational unit established within the University by the Council.