
Award of Title of Emeritus Professor



1 Introduction

- 1.1 Emeritus Professor is the highest honour a university can bestow and is awarded to a retiring professor in recognition of substantial service rendered to the University in teaching, research or administration in a professional field.
- 1.2 While a retired individual is clearly on non-active service, Emeritus status is granted to encourage the individual to maintain association with the institution and continue study and scholarly investigation. Certain perquisites and privileges therefore apply, as set out in section 3 below.
- 1.3 Note: Emeritus status can be awarded without recourse to the Committee for the Appointment of Professors and Readers as the individual will already have been assessed for and received the title of "Professor".

2 Eligibility

- 2.1 The award of Emeritus Professor can be made to Professors of the University at or after retirement or resignation for reasons of retirement. By virtue of the title, Emeritus Professors cannot be employees of the University. Similarly, a professor who takes up settled employment at another higher education institution following retirement from the University is not eligible for the conferment of the title of Emeritus Professor. In those instances, other opportunities should be explored for a continuing relationship with the individual concerned.

3 Privileges

- 3.1 The individual will have full use of the Emeritus title. Care should be exercised, however, in his/her use of the title of Emeritus Professor when making public statements unless s/he has been explicitly authorised to speak on behalf of the University in that instance.
- 3.2 On all formal occasions, Emeritus Professors are recognised on the same basis as active members. They do not, however, attend School meetings except upon invitation.
- 3.3 Retired staff who have been appointed to Emeritus status may retain the rights and privileges that were associated with their grade prior to retirement. This includes:
 - i. continued use of the University Library and campus parking facilities; and
 - ii. inclusion in all University staff listings.
- 3.4 Emeritus Professors are expected to assist and support the University in their areas of competence, particularly in an advisory capacity, when invited to do so.
- 3.5 When Emeritus Professors are called upon to perform any University service stemming from a responsibility which continues beyond their retirement, they may enjoy departmental office privileges.
- 3.6 Special privileges within a School relating to office space and use of research facilities may

be granted at the discretion of the Head of School. This decision will take into account availability of space and the individual's ongoing contribution to the University.

4 Procedure

- 4.1 When a Professor gives notice of retirement or resignation for reasons of retirement from the University, the Human Resources Department will notify the Secretary to the Academic Board.
- 4.2 The Secretary to the Academic Board is responsible for:
 - i. confirming with the Vice-Chancellor and/or Deputy Vice-Chancellor that an offer of Emeritus Professor should be extended to the retiring professor;
 - ii. contacting the retiring professor to confirm whether s/he wishes to accept the title of Emeritus Professor;
 - iii. writing formally to confirm the title and effective date, with a copy to the HR Department and the Head of the School to which the Emeritus Professor will belong; and
 - iv. reporting the award of the title to the Academic Board in an annual notice.
- 4.3 The Head of the School to which the Emeritus Professor will belong is responsible for:
 - i. confirming the award with the relevant University departments for purposes of IT access (including email), use of the Library facilities, campus parking and any other additional benefits that have been agreed; and
 - ii. ensuring that the Emeritus Professor is included in the School's staff listing and any University listings.

5 Withdrawal

- 5.1 Emeritus Professor status will normally be awarded in perpetuity but may be withdrawn at any time where the University believes there is good reason to do so. Such reasons may include but are not limited to:
 - i. bringing the institution into disrepute;
 - ii. a breach of the University's policies and procedures that might normally lead to disciplinary action.