It should be noted that Emeritus Professor status is only conferred on Professors of the University who are retiring from employment with the University and may not be conferred on individuals leaving to take up University employment elsewhere. Conferment of Emeritus Professor status is not automatic and will only proceed if approved by Academic Council. There is no remuneration attached to Emeritus Professor status.

1. The responsibility of conferring Emeritus Professor status lies with Academic Council.

2. During the semester prior to the retirement of a Professor, the Head of School should consult with key members of academic staff in the School to confirm that it is the School’s wish that the Emeritus Professorship should be conferred.

3. The Head of School should then prepare a tribute to the individual concerned (or invite an appropriate colleague to do so) and this should be submitted for approval to the Master of the United College in time for the next appropriate Academic Council meeting.

4. Tributes should normally be around two A4 pages in length and should provide a brief resume of the individual’s academic career, research, contributions to the University, etc. (n.b. the nominee will receive a copy of the tribute and therefore it is important that information is checked for accuracy.)

5. On receipt of the tribute, the Master of the United College will contact HR to confirm that the individual is due to retire and to ensure that no re-engagement is anticipated. If an individual is being re-engaged by the University in any capacity, the conferment of Emeritus Professorship status will not proceed until all remunerated employment with the University has ended.

6. Once all of the appropriate checks have been completed, the tribute will be submitted to the next meeting of Academic Council.
7. At the meeting of Academic Council, the tribute will be formally received by members (but not read out in full) and the Principal will invite Academic Council to approve the conferment of Emeritus Professor status.

8. The Master of the United College will formally write thereafter to the colleague concerned informing them of Academic Council’s position, providing a copy of the tribute, the ‘Personal Details of Retired Staff’ and ‘Retired Staff ID Card Request’ Forms, and a summary of the privileges extended to Emeritus Professors (see Appendix I). The individual is required to complete the forms and return these to Human Resources to that their record may be re-coded and ID card issued accordingly. It should be noted that although Academic Council has conferred Emeritus Professor status on an individual, they will not be recognised as such in terms of accesses and privileges unless the HR forms are completed and returned.
EMERITUS PROFESSOR PROCEDURES:

Appendix I: Privileges

1. Access to library and IT facilities of the University as well as the University sports facilities at staff rates.

2. Invitations to selected graduations, special events and occasions as deemed appropriate.

3. A direct connection and ongoing relationship with the Emeritus Professor’s former School, including selected invitations to attend academic events, opportunities to continue providing input to research and related academic activities.

4. Access to appropriate School facilities at the discretion of the Head of School

5. There is no remuneration attached to Emeritus Professor status.

6. Use of the title ‘Emeritus Professor’.

7. Once Emeritus status has been conferred and accepted, the normal duration of the status is for life unless it is suspended or withdrawn by Academic Council as a consequence of re-engagement by the University, acceptance of an academic post at another University, abuse of privileges or matters likely to be of reputational concern to the University.