

V2

# 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 (in accordance with normal staff parking regulations and charges); 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. The Human Resources department will confirm in this notification that there are no known plans for salaried employment to continue, and the expected date of retirement/departure from the University.
- 4.2 The Secretary to the Academic Board will confirm with the Vice-Chancellor and/or Deputy Vice-Chancellor that an offer of Emeritus Professor should be extended to the retiring professor.
- 4.3 The Secretary to the Academic Board will contact the retiring professor to confirm whether s/he wishes to accept the title of Emeritus Professor and request confirmation that they meet the eligibility requirement.
- 4.4 Following acceptance, the Secretary to the Academic Board will write formally to the postholder to confirm the title and effective date.
- 4.5 The Secretary to the Academic Board will notify Estates, External Affairs, Human Resources, Library and Learning Services, the Research Support Office and the Head of School; and confirm the actions required below:
- a. Secretary to Academic Board to log a MyServices job with IT Services.
  - b. Library and Learning Services to contact the postholder, arrange completion of the Library membership form, then create a Library borrower account (the postholder will need an active directory user name to complete this).
  - c. External Affairs to arrange staff listing on University website
  - d. Research Support Office to liaise with the postholder and External Affairs to agree profile content if required.
  - e. Head of School to arrange any additional benefits agreed with the postholder (e.g office space).
- 4.6 The Secretary to Academic Board updates definitive list of postholders; and prepares report for Academic Board.

## 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.
- 5.2 The Secretary to Academic Board will inform the postholder of the withdrawal.
- 5.3 The Secretary to Academic Board will notify the departments in accordance with 4.5 to withdraw the associated privileges.

## Document Details

**Responsible Office:** Academic Governance and Quality

**Responsible Officer:** Head of Academic Governance and Quality

**Approving Authority:** Academic Board

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**Related Policies and Procedures:** <https://www.bathspa.ac.uk/about-us/governance/policies/>

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