

EMERITUS PROFESSOR TITLE AWARD PROCEDURE

1. INTRODUCTION

1.1 Purpose

The University may award Emeritus Professor titles to individuals of appropriate standing who were a Professor of the University prior to retirement and who will continue to hold an active and effective link with the University. This procedure outlines the circumstances in which such a title may be awarded and the associate process.

1.2 Scope

1.2.1 The title of Emeritus Professor may be conferred on an individual who is a member of Academic staff at Professorial level within the University, immediately prior to retirement. The title of Emeritus Professor will be awarded to individuals who can evidence that they still have a continuous link with the University which is both active and contributes positively to the University's strategy or profile in relation to teaching, research, scholarship and/or enterprise and standing in their profession.

1.2.2 Whilst University employees who hold the title of Professor immediately prior to retirement may continue to use this title when they have retired, it does not convey an active link with the University. Additionally, an individual who does not apply for the title of Emeritus Professor will not be afforded the benefits outlined in section 3.2 entitled "Benefits".

1.2.3 Normally, the University does not award the title of Emeritus Professor to individuals who hold the title of Honorary/Visiting Professor.

2 PROCEDURE

2.1 Application Procedure

2.1.1 Following consultation with members of staff within the School/Research Institute, the Faculty Executive Dean should submit a case to Senate using the Emeritus Professor Form and a Supporting Statement. The Supporting Statement should set out how the candidate will have continuous links with the University which are both active and contributes positively to the University's strategy or profile in relation to teaching, research, scholarship and/or enterprise and standing in their profession and confirms that there will be no cost to the University.

2.2 Next Steps

2.2.1 Cases may be considered at any time of the academic year but may go before one of the two meetings of the Professorial & Readership Promotions Committee (usually December and February).

- 2.2.2** In most cases, the Chair of the Professorial and Readership Promotions Committee will take Chair's action. The Chair, however, reserves the right to consult more widely with other Committee members should they feel that the case is not straightforward.
- 2.2.3** All recommendations made by the Professorial and Readership Promotions Committee will be subject to approval by Senate and Council.

2.3 Unsuccessful Cases

- 2.3.1** In the case of an unsuccessful application, the Professorial and Readership Promotions Committee will ask the relevant Faculty Executive Dean to feedback to the applicant.
- 2.3.2** All recommendations made by the Professorial and Readership Promotions Committee will be subject to approval by Senate and Council.

3 ROLES AND RESPONSIBILITIES

3.1 Obligations of Title Holders

- 3.1.1** Titleholders will continue to have active links with the University. Titles and access to facilities may be withdrawn if it is felt that active participation with the University has ceased.
- 3.1.2** It is a condition of the title that the titleholder must adopt the highest professional and ethical standards when they are working under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. The University reserves the right to withdraw the title should it consider appropriate to do so.
- 3.1.3** Please note that where Keele University confers a Visiting title, the titleholder is required to comply with the University's Policy for the Management of Conflicts of Interest. As such, newly appointed titleholders will be required to complete and submit the required forms on appointment. Existing titleholders are required to complete and submit the required forms as requested. Titleholders should ensure that they notify the University of any relevant changes in their circumstances as they occur.

3.2 Benefits of Title Holders

- 3.2.1** Human Resources will issue a letter to the individual confirming the following benefits that will be made available to the titleholder:
- a) Reasonable use of the Library and other Information Services facilities
 - b) The right to use the University as an academic address for specified academic purposes only.
 - c) Such other privileges as the Vice-Chancellor or the appropriate Faculty Executive Dean might make available from time to time.
 - d) Titleholders may not normally apply for research grants through Keele as the Principal Investigator, though they may be named as a co-applicant. In certain circumstances the University is willing to consider supporting a research grant application as a Principal Applicant and reserves the right to attach conditions to any such arrangement.

- e) Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team.

3.2.2 The title is awarded for a lifelong period.

3.2.3 If the titleholder was previously a full member of a Research Institute, the RI Director can agree to continued membership on an affiliate basis.

3.2.4 An Emeritus Professor has no duties or powers.

3.2.5 On ceremonial occasions, an Emeritus Professor takes precedence after members of Senate.

3.2.6 Emeritus Professors shall not as such be entitled to membership of the University Council, the Senate or any Board or to exercise any administrative function in the University.

4 RELATED POLICIES AND PROCEDURES

4.1 Honorary Professor and Reader Title Award Procedure

4.2 Visiting Professor and Reader Title Procedure

4.3 Policy for the Management of Conflicts of Interest

5 REVIEW, APPROVAL & PUBLICATION

As a general principle, the Procedure will be reviewed by the HR Department, in consultation with recognised Trade Unions after three years or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.

6 DOCUMENT CONTROL INFORMATION

Document Name	Emeritus Professor Title Award Procedure
Owner	Chief People Officer, Human Resources
Version Number	1.1
Equality Analysis Form Submission Date	[Decision from Equality Analysis and form submission date]
Approval Date	19 December 2023
Approved By	Chief People Officer (minor edits)
Date of Commencement	01 July 2014
Date of Last Review	19 December 2023
Date for Next Review	19 December 2026
Related University Policy Documents	Honorary Professor and Reader Title Award Procedure Visiting Professor and Reader Title Procedure Policy for the Management of Conflicts of Interest
<i>For Office Use – Keywords</i>	Emeritus Professor