

Emeritus Professor Procedure

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Procedure Author – Assistant Secretary to Senate

Procedure Owner – Vice Principal (People and Student Wellbeing)

Parent Policy Statement – People and Organisational Development

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Changes and Reason for Changes – (i) Initial consideration by VCE, rather than the VP (RIE), (ii) communication to nominee by People & Wellbeing, rather than Senate Office, (iii) non School-based nominees to be nominated by Vice Chancellor, rather than Deputy Vice Chancellor (iv) includes guidance that nomination process should only begin once written intention to retire has been received.



Emeritus Professor Procedure

1. INTRODUCTION

As set out in paragraph 6 of Schedule 1 of the University of the West of Scotland Order of Council 2019 the Court has the power to grant the title of Professor Emeritus. The Scheme of Delegation of the University Court delegates authority for the appointment of Emeritus Professors to Senate, which will subsequently be reported to Court.

The title “Professor” is an academic distinction and as such is granted by the University. The granting of the title Emeritus Professor is not an automatic entitlement.

This document (1) sets out the process to be followed when considering retiring / retired professors of the University for an Emeritus Professorship and (2) provides clarity over some of the key elements of the relationship once the title is granted.

2. PROCESS

The process to be followed for making a recommendation for the granting of the title of Professor Emeritus only begins following receipt by People and Wellbeing of the written confirmation of the intention to retire. The process is as follows:-

1. The nomination form set out in Annex 1 should be submitted to the Vice Chancellor’s Executive, and copied to the University Secretary and Assistant Secretary to Senate. The nomination form should be submitted by either (a) the Dean of the nominee’s former School or (b) for a Professor outwith a School, by the Vice Chancellor.
2. The Vice Chancellor’s Executive reviews the nomination to determine whether the nomination meets the eligibility criteria set out at Annex 2, and if satisfied, recommends the granting of the title to Senate.
3. If the granting of the title is recommended to Senate the recommendation will be added to the agenda at the next available meeting of Senate. If VCE does not support the nomination, this will be communicated to the Dean. If the recommendation is approved by Senate and it agrees the title should be granted then the Secretary to Senate will:
 - (i) communicate the granting of the title to the Director of People and Wellbeing who will advise the nominee and copy the correspondence to the Dean of the nominee’s former School (or to the Vice Chancellor as appropriate);
 - (ii) arrange for Court to be advised at the next available meeting; and
 - (iii) record the granting of the title in the list of Emeritus Professors of the University.
4. If the title is not granted by Senate under section 3 (above) the Secretary to Senate will communicate the decision to the Dean of the nominee’s former School.

5. The granting of the title of Emeritus Professor rests with Senate under its delegated authority and its decision is final. There is no appeal against the decision of the University.

The Chair of Senate may, in exceptional circumstances, approve the granting of the title by Chair's Action. In this case the granting of the title will be reported to the next meeting of Senate.

3. STATUS AND ACTIVITIES

Emeritus Professor is an honorary title, recognising the distinguished academic contribution of an individual to the University. The specific details of any ongoing future association of the Emeritus Professor will be agreed on an individual basis with the relevant Dean of School or equivalent (and will be subject to annual review) but may include:-

Use of Title

Retired staff who have been awarded the title of 'Emeritus Professor' may include this title in publications and signatures within the academic environment.

Roles and Activities

The Emeritus Professor may continue to be involved in the activities of the University by taking part in various activities on a voluntary basis including:-

- contributing to the academic work of the University and other activities as appropriate, including supervision of undergraduate projects, guest lectures and mentoring;
- being appointed by the School on an annual basis to supervise and examine research students;
- giving consent for their ongoing published research activity to be included in the University's Research Evaluation submissions;
- where the funder allows, being named as a Co-Investigator or Consultant in research grant or contract applications;
- receiving publications from the University and being invited to attend ceremonial occasions/events of the University. An Emeritus Professor shall have the same privileges as a Professor of the University for all purposes of courtesy and at ceremonial occasions/events to which they may be invited.

There is no entitlement to membership of any University body or committee or to the exercise of any administrative or executive function.

Use of University Resources

An Emeritus Professor may be eligible for:-

- access to the University's general email and intranet systems;
- membership of the University Library; and
- membership of the sports facilities of the University.

An Emeritus Professor is not entitled to office space and/or use of any other facilities/resources unless with the prior agreement of the Dean of School in support of University activities.

Financial Arrangements

The acceptance of the title of Emeritus Professor is on a voluntary and unpaid basis (although payment may be permitted on an independent consultancy basis for a specific project/activity).

4. WITHDRAWAL OF TITLE

The title is normally granted in perpetuity. The title may be surrendered by the holder by notice in writing to the Secretary to Senate. The holder of the title of Emeritus Professor is normally required to relinquish the rights of the title if they take up employment at another institution that has the right to grant the title of Professor.

The University reserves the right to withdraw the title if a conflict of interest arises or where it is satisfied that the holder has acted in such a way as to bring the University into disrepute. A decision to withdraw the title will be approved by the Senate and reported to Court.

Annex 1

This form should be read along with the Emeritus Professor procedure.

(Note there is a separate form and procedure for nomination for visiting and honorary appointments)

NOMINATION FORM FOR EMERITUS PROFESSOR (this form should be completed by the nominator)

Section 1: Nominee Details		
Name of Nominee		
Previous Job Title		

Section 2: Appointment Details	
School to which Nominee will be assigned	
Name and Position of Nominator (Dean or Vice Chancellor)	

Section 3: Proposal for Appointment
<p>Please state the School's proposal for an award of Emeritus Professor. (The proposal should state how the nominee meets the eligibility criteria set out in the procedure (Annex 2) and the date from which it is proposed the title is granted. A copy of the current CV should be attached). Any identified benefit and proposed future engagement of the nominee in University life and scholarship should be set out in the proposal).</p>

Section 4: Approval by Dean or Vice Chancellor
<p>By recommending this nomination I agree to the Emeritus appointee having access to a University email account, log-in and password.</p> <p>Signed: _____ Print Name: _____</p> <p>Date: _____</p>

Please forward this completed/signed nomination form, together with the relevant attachments, to: the Vice-Chancellor's Executive at Vcemeetings@uws.ac.uk and cc the University Secretary and the Assistant Secretary to Senate

Section 5: Consideration by Vice Chancellor's Executive

Recommend approval/rejection of the above nomination.

Date: _____

Comments.....

Section 6: Signed by Chair of Senate

Following the decision of Senate, the above nomination is approved/rejected.

Signed: _____

Date: _____

Annex 2

ELIGIBILITY REQUIREMENTS

Nomination for an Emeritus Professorship will only be accepted if the following requirements are met:

- written confirmation of the intention to retire has been lodged with People & Wellbeing;
- the nominee has been employed by the University for at least 5 years and has recently retired from the University (within the last 12 months);
- the nominee held the title “Professor” and had done so at the University for a significant period (normally, at least five years);
- the nominee made an exceptionally distinguished contribution to the life of the University in one or more of the following areas: research and scholarship, teaching, wider service to the University or community;
- the nominee does not hold a contract of employment with the University on or after retirement (for example, in respect of any part-time engagement). Nominations will not be considered until any contract of employment between the Professor and the University has ended;
- the nominee does not already hold a similar title from another institution; and
- the nominee will not take up a post at another higher education institution.

In exceptional circumstances, Senate may grant the title of Professor Emeritus on a Visiting Professor whose attachment to the University has ended on the nomination of the relevant Dean of School.