

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, subject to reporting to Court.

The title “Professor” is an academic distinction and as such is granted by the University.

This document (1) sets out the process to be followed when considering 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 is as follows:-

1. The nomination form set out in Annex 1 should be submitted to the Vice Principal & Pro-Vice Chancellor (Research, Innovation and Engagement). 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 Provost.
2. The Vice Principal & Pro-Vice Chancellor (Research, Innovation and Engagement) will review the nomination to determine whether the nomination meets the eligibility criteria set out at Annex 2 and either reject the nomination or approve the nomination for consideration by Senate. This decision should be communicated to the Court and Senate Office who will communicate this decision to the School.
3. If the nomination is recommended to Senate the nomination will be added to the agenda at the next available meeting of Senate. If the nomination is approved by Senate and they agree the title should be granted then the Secretary to Senate will:
 - (i) communicate the approval to the nominee and copy the correspondence to the Dean of the nominee’s former School (or Provost as appropriate) and to the Director of Human Resources for information;
 - (ii) arrange for Court to be advised at the next available meeting; and
 - (iii) record the nomination in the list of Emeritus Professors of the University.
4. If the title is not granted by Senate under section 3 the Secretary to Senate will communicate the decision to the Dean of the nominee’s former School.

5. The approval of 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 in the event Senate decides not to grant the title.

The Vice Chancellor may, in exceptional circumstances, approve the recommendation of the Vice Principal (Research, Innovation and Engagement) by Chair's Action. In this case the approval 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. A Professor Emeritus 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;
- be eligible for membership of the University Library; and
- be eligible for 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 granting 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.

Procedure Author – Assistant Secretary to Senate

Procedure Owner – Secretary to Senate

Parent Policy Statement - People and Organisational Development

Public Access or Staff Only Access – Public

Version 5 – Approved July 2021

Changes and Reason for Changes – Reviewed in line with the Order of Council 2019 and changes to role titles

Signed: _____ Print Name: _____

Date: _____

Please forward this completed/signed nomination form, together with the relevant attachments, to: Vice Principal & Pro-Vice Chancellor (Research, Innovation and Engagement) and cc the University Secretary

Section 5: Consideration by Vice Principal & Pro-Vice Chancellor (Research, Innovation and Engagement)

I recommend approval/rejection of the above nomination.

Signed: _____

Date: _____

Comments.....

Section 6: Signed by Principal on behalf 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:

- 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.