Guidelines

Title: CONFERRING THE TITLE OF EMERITUS PROFESSOR AND EMERITUS FELLOW

Ref: HR/RT/Version 1.2  Last updated: 27 June 2013

Introduction
The process for conferring the title of Emeritus Professor or Emeritus Fellow upon senior staff retiring from the University is set out below.

What is the purpose?
The award of Emeritus status is exceptional in nature and is made to recognise a former employee’s distinguished service and their continuing association with the University.

Who is eligible?

Emeritus Professor
The title of Emeritus Professor may be awarded to a Professor has left the University to retire, is in receipt of a pension, and;

- Who has given sustained, distinguished and dedicated service to his or her field and to the University in one or more of the following areas: research and scholarship, education, community;
- With whom the University would like a continuing association by participating, on a voluntary basis, in activities of the University.

Emeritus Fellow
The title Emeritus Fellow can be awarded to a senior member of academic or professional staff, who is not a Professor, in the same circumstances as above.

How long does it last?
The title is conferred in perpetuity but is not remunerated and the University retains the right to suspend or remove the title, if;

- The individual goes back into paid employment in an academic or professional role or;
- If a conflict of interest arises or it is considered that damage may be caused to the reputation of the University by continued association with the individual.

If the individual goes back into paid employment in an academic role then the Faculty may want to recognise the continued association in another way eg: Honorary Professor, Visiting Professor, etc.

What are the entitlements?
The specific details of the nominee’s association with the University should be agreed with the Dean or his/her nominee.
The nominee may continue to work collaboratively with the University and can continue to supervise students, although they are not normally expected to undertake the role of Principal Supervisor.
The nominee will have continued access to their University email account, Library facilities, Staff Club and other facilities as deemed appropriate by the Faculty.
**What is the process?**

1. HR will notify Deans six weeks in advance of a Senate meeting to seek nominations for any Emeritus awards.

2. Nominations should be received by HR at least two weeks before Senate meet.

3. Deans wishing to make a nomination should complete and return an [application for nomination](#) (available from the HR website) to the Head of Recruitment & Talent in Human Resources for processing.

4. HR will seek approval from the Vice-Chancellor to recommend the nominations to Senate.

5. With Senate’s agreement, the nominations will be taken to the next meeting of Council for ratification.

6. Once ratified, the individual will receive a letter from HR confirming the outcome.

7. The title will normally come into effect on the first day of retirement or on an agreed date thereafter.

Where, in the Vice Chancellor’s opinion there needs to be a delay in taking forward a nomination because additional information is required, the Vice Chancellor may take Chair’s action on behalf of Senate following consultation with the Academic Promotions Advisory Group via an out of rounds process.

If supported the nomination(s) will then be ratified by Council at the next meeting or the Chair of Council may take also Chair’s action on behalf of council to speed the process to a conclusion.

**More information**

Should you have any queries regarding the appointments of Emeritus Professor/Emeritus Fellow, please contact a member of the Recruitment & Talent team – [HRTalent@soton.ac.uk](mailto:HRTalent@soton.ac.uk), ext 22421