

Conferring the Title Professor Emeritus Procedure

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Description	This document outlines the title that may be granted to a person in recognition of their contribution to the University and the purpose, criteria and general conditions related to the appointment.

Related documents

[University Code of Conduct](#)
[Intellectual Property](#)

[\[Introduction\]](#) [\[Criteria\]](#) [\[Procedures\]](#) [\[Rights & Obligations\]](#) [\[Use of University Equipment\]](#) [\[Use of Special Purpose Funds\]](#) [\[Insurance Cover\]](#) [\[Exclusions\]](#) [\[Removal of Title\]](#)

1. INTRODUCTION

The purpose of conferring the title of Professor Emeritus to a member of academic staff is to honour sustained and distinguished service to scholarship and to the University.

2. CRITERIA

The Council may confer the title of "Professor Emeritus" on a member of the academic staff who has held an appointment at the level of Professor normally for not less than five years, and who has made a distinguished contribution to scholarship and to the service of the University community.

3. PROCEDURE

On the retirement or resignation of a member of the academic staff who has served for not less than five years at the level of Professor, the Vice Chancellor, after consultation with the relevant Group Pro Vice Chancellor, may make a recommendation to Council to confer the title of "Professor Emeritus".

The conferment of the title of Professor Emeritus is regarded as a high honour, and is not to be seen as a normal expectation for all professors who retire from the University's service.

The conferment of the title of Professor Emeritus will not normally be made to a staff member who is moving to a position at another University.

4. RIGHTS AND OBLIGATIONS OF PROFESSORS EMERITUS

A person awarded the title "Professor Emeritus" is entitled to use that title in all situations, and for all correspondence. The title does not confer any entitlements or place any obligations upon the holder, beyond the usage of the title itself.

A Professor Emeritus is not an employee of the University, receives no remuneration from the University, and is not obliged to undertake any of the responsibilities of a professor of the University. This does not preclude a person undertaking a casual or fixed-term appointment with the University, after receiving the Professor Emeritus title.

5. USE OF UNIVERSITY EQUIPMENT, FACILITIES AND SUPPORT

A Professor Emeritus does not have the rights of an employee but has access to shared office space with hot-desk facilities within the relevant School or Research Centre, access to University standard computing facilities, library access, University email address and email access.

A Professor Emeritus who continues an active program of research, contribution to teaching, higher degree research associate supervision, or other scholarly activity may be provided with access to equipment, office accommodation, facilities and support services from the relevant School or Research Centre as appropriate to enable the performance of those roles, with the approval of the relevant Group Pro Vice Chancellor.

A Professor Emeritus who continues an active program of research, contribution to teaching, or other scholarly activity may be provided access to free parking for those years in which the contribution is taking place, on the recommendation of the relevant Group Pro Vice Chancellor.

A Professor Emeritus who wishes to continue an involvement with the University by supervising research students, may do so as an associate supervisor or co-supervisor with an academic employee of the University who is an accredited supervisor.

6. USE OF SPECIAL PURPOSE FUNDS

If a Professor Emeritus had Research or Professional consultancy account cost centres established during employment with the University, and the title-holder intends to continue to active research or other scholarly activity after retirement, the Group Pro Vice Chancellor may authorise continued access to the Special Purpose account cost centres.

7. INSURANCE COVER

A Professor Emeritus has coverage under the University's professional indemnity insurance whilst performing professional services under the auspices of the University.

8. EXCLUSIONS

A Professor Emeritus is not normally eligible for the following privileges or to engage in the following arrangements except with the express approval of the Vice Chancellor, which shall not be granted except in extra ordinary circumstances:

- o corporate credit cards;
- o access to or responsibility for the management of cost centres
- o definition as a staff member for the purposes of nominating a staff member for committee service;
- o responsibility for managing and supervising University staff;
- o performance of the role of principal supervisor for a higher degree research candidate;
- o provision of a University vehicle for personal use.

9. REMOVAL OF TITLE

The University Council reserves the right to remove the title of Professor Emeritus in certain circumstances, such as where the person has been convicted of a serious criminal offence, or where damage may be caused to the reputation of the University by having a continued association with the person.