

UNIVERSITY OF KENT

SENATE

Conferment of the titles of Emeritus Professor, Emeritus Reader and Emeritus Fellow

The University Ordinances set out the criteria for the appointment of Emeritus Professor, Emeritus Reader and Emeritus Fellow:

“The Senate may confer the title of Emeritus Professor on any Professor of the University at or after the end of the Professor’s active professional duty and substantive role in recognition of distinguished service to the University.”

Ordinance 33.1

“The Senate may confer the title of Emeritus Reader on any Reader of the University at or after the end of the Reader’s active professional duty and substantive role in recognition of distinguished service to the University.”

Ordinance 33.2

“The Senate may confer the title of Emeritus Fellow on any senior members of the University, who are neither a Professor or Reader, at or after the end of their active professional duty and substantive role, in recognition of their sustained, distinguished and dedicated service to the University in a leadership position.”

Ordinance 33.3

The award of Emeritus status is exceptional in nature and is made to recognise a former employee’s distinguished service to the University, their academic School and their own academic discipline.

The Emeritus title may be awarded to a Professor, Reader or senior leader who has come to the end of their active professional duty and substantive role at the University and if not entering retirement immediately, is in the process of transitioning to retirement by way of any academic work they may continue to undertake which will be *de minimus* and not part of the pursuit of an active role profile in academia. Given that in the modern world of work retirement does not necessarily mean what it used to, it is perfectly acceptable for individuals to undertake some work such as consultancy or PhD supervision, but the suggested level of work is an average of 0.5 days per week.

If the Emeritus appointment is approved it will be effective from the day following the individual’s official leaving/retirement date.

The Emeritus title is granted in recognition of ***distinguished*** service, and therefore all recommendations will be expected to evidence this by way of the supporting statement of recommendation.

The Emeritus title is conferred in perpetuity but is not remunerated, and the University retains the right to suspend or remove the title if:

- 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; or
- The individual goes back into paid employment in an academic or professional role.

The Emeritus Professor, Reader or Fellow will have continued access to their University email account and Library facilities, but will not have any rights to other University facilities or space.

The Process for Recommendation and Approval

As the conferment of an Emeritus status by the University is one that recognises the contribution and service of an individual to both the University and their own subject field, it is the expectation that recommendations will come from the individual's academic School, Division and peers, and not from the individual themselves. Therefore, should an academic School or Division wish to recognise a colleague who meets the above criteria, then the following process should be followed:

Current University structure

1. The Head of School completes the Emeritus Appointment Recommendation Form, including the statement of recommendation. The statement of recommendation must detail how the individual meets the criteria of distinguished service to the University (Professors and Readers) or sustained, distinguished and dedicated service to the University (Fellows). The Recommendation Form must be accompanied by a short CV of the individual being recommended for Emeritus status. The individual being recommended must also sign the declaration at the bottom of the form. The Head of School forwards the completed Recommendation Form and CV to the appropriate Dean of Faculty. **
2. The Dean of Faculty considers the proposal and if minded to support, completes the supporting statement on the Recommendation Form and sends the Form and CV to the Head of Academic Governance (S.H.Megson@kent.ac.uk)
3. The Head of Academic Governance prepares the Emeritus appointment proforma, and sends all paperwork to the Vice Chancellor for consideration and approval on behalf of Senate. If the Vice Chancellor is minded to approve the recommendation, the appointment proforma will be signed.
4. The Head of Academic Governance will notify the HR Operational Services Manager that the Emeritus appointment has been approved.
5. HR will formally write to the individual confirming the Emeritus appointment and will update the HR record accordingly, thus facilitating the continuation of the individual's IT account and Library access.
6. The Head of Academic Governance will ensure the signed appointment proforma is reported to the next meeting of Senate.
7. Should a recommendation for Emeritus status not be approved the decision of the Vice Chancellor, on behalf of Senate, will be final. The Head of School and Dean of Faculty will be informed by the Head of Academic Governance and a clear rationale for the decision will be provided.

** where the individual due to leave/retire is the current Head of School, either the new incoming Head of School, or the relevant Dean of Faculty, will prepare the statement of recommendation.

New Divisional University structure

1. The Director of Division completes the Emeritus Appointment Recommendation Form, including the statement of recommendation. The statement of recommendation must detail how the individual meets the criteria of distinguished service to the University (Professors and Readers) or sustained, distinguished and dedicated service to the University (Fellows). The Recommendation Form must be accompanied by a short CV of the individual being recommended for Emeritus status. The individual being recommended must also sign the declaration at the bottom of the form. The Director of Division forwards the completed Recommendation Form and CV to the Head of Academic Governance (S.H.Megson@kent.ac.uk)
2. The Head of Academic Governance prepares the Emeritus appointment proforma, and sends all paperwork to the Vice Chancellor for consideration and approval on behalf of Senate. If the Vice Chancellor is minded to approve the recommendation, the appointment proforma will be signed.
3. The Head of Academic Governance will notify the HR Operational Services Manager that the Emeritus appointment has been approved.

4. HR will formally write to the individual confirming the Emeritus appointment and will update the HR record accordingly, thus facilitating the continuation of the individual's IT account and Library access.
5. The Head of Academic Governance will ensure the signed appointment proforma is reported to the next meeting of Senate.
6. Should a recommendation for Emeritus status not be approved the decision of the Vice Chancellor, on behalf of Senate, will be final. The Director of Division will be informed by the Head of Academic Governance and a clear rationale for the decision will be provided.
7. Where the individual due to leave/retire is the current Director of Division, either the new incoming Director of Division, or the Deputy Vice Chancellor, Academic Strategy, Planning & Performance, will prepare the statement of recommendation.

Further information:

For any queries or further information regarding Emeritus appointments, please contact S.H.Megson@kent.ac.uk

Sarah Megson
Head of Academic Governance
Directorate of Governance & Assurance
July 2020

UNIVERSITY OF KENT

Emeritus Appointment Recommendation Form

Name of Individual Recommended					
School and Faculty					
Emeritus Designation (please tick)					
Professor	<input type="checkbox"/>	Reader	<input type="checkbox"/>	Fellow	<input type="checkbox"/>

Statement of Recommendation from Head of School:

Supporting Statement from Dean of Faculty:

For the individual being recommended for an Emeritus appointment, please sign below to confirm that you are at the end of your active professional duty and substantive role and are therefore standing down from an active academic career on a permanent basis and that any academic work that you may continue to do will be *de minimus* and not part of the pursuit of an active role profile in academia. Please see the Emeritus Guidance for further clarification.

Signed:

Date:

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Emeritus Appointment Recommendation Form

Name of Individual Recommended					
School and Division					
Emeritus Designation (please tick)					
Professor	<input type="checkbox"/>	Reader	<input type="checkbox"/>	Fellow	<input type="checkbox"/>

Statement of Recommendation from Director of Division:

For the individual being recommended for an Emeritus appointment, please sign below to confirm that you are at the end of your active professional duty and substantive role and are therefore standing down from an active academic career on a permanent basis and that any academic work that you may continue to do will be *de minimus* and not part of the pursuit of an active role profile in academia. Please see the Emeritus Guidance for further clarification.

Signed: _____ Date: _____