

UNIVERSITY OF KENT

SENATE

Conferment of the titles of Emeritus Professor and Emeritus Reader

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

“The Senate may confer the title of Emeritus Professor on any Professor of the University at or after the Professor’s retirement in recognition of distinguished service to the University, provided that such a title shall in no case be conferred unless the Professor concerned has been a member of the academic staff of the University for at least seven academic years.”

Ordinance 35.1

“The Senate may confer the title of Emeritus Reader on any Reader of the University at or after the Reader’s retirement in recognition of distinguished service to the University, provided that such a title shall in no case be conferred unless the Reader concerned has been a member of the academic staff of the University for at least seven years.”

Ordinance 35.2

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 or Reader who has retired, or is about to retire, from the University and is, or is about to be, in receipt of a pension. If the Emeritus appointment is approved it will be effective from the day following the individual’s official retirement date.

The individual must have been a member of academic staff at the University of Kent for a **minimum of seven** consecutive academic years.

The Emeritus 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.

The Emeritus Professor or Reader will have continued access to their University email account and Library facilities post retirement, 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 and peers, and not from the individual themselves. Therefore, should an academic School wish to recognise a retiring colleague who meets the above criteria, then the following process should be followed:

1. The Head of School prepares a statement of recommendation to accompany a short CV of the individual being recommended for Emeritus status. The Head of School forwards the statement of recommendation and CV to the appropriate Dean of Faculty. **

2. The Dean of Faculty considers the proposal and if minded to support, submits the Head of School recommendation, the CV and their own statement of support to the Head of Academic Governance (Sarah Megson - 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 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.

Further information:

For any queries or further information regarding Emeritus appointments, please contact the Head of Academic Governance: S.H.Megson@kent.ac.uk

Sarah Megson
Head of Academic Governance
Academic Registrar's Office