

# Guidelines

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**Title:** Conferring the title of Emeritus Professor or Emeritus Fellow

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**Ref:** Reward and Recognition

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## **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?**

A senior member of the Faculty, with approval from the Dean can nominate an individual for this award, upon their retirement. The award of Emeritus status is exceptional in nature and is conferred upon someone to recognise their sustained, distinguished service and their continuing association with the University. Emeritus status is intended to be mutually beneficial to allow a continued association between retired staff and the University.

## **Who is eligible?**

### ***Emeritus Professor***

The title of Emeritus Professor may be awarded to a Professor who 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, enterprise;
- 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 may 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.

If the individual wishes to use the University's name in connection with any articles, lectures, presentations or papers this should be discussed with the Head of School in the appropriate Faculty.

Emeritus Professor and Fellows are classified as Visitors to the University and as such, will need to renew their visitor status at least every 5 years.

### **What are the entitlements?**

The specific details of the association with the University should be agreed between the Dean and the nominee.

Emeritus Professors and Fellows 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,
- be the holder of a grant or be named as a Principal Investigator, and
- they are not authorised to enter into any form of contract or agreement or
- to otherwise bind the University.

Emeritus Professors and Fellows will have continued access to their University email account, Library facilities, Staff Club and other facilities as deemed appropriate by the Faculty.

### **Visitor Status**

Visitor status as an Emeritus Professor or Fellow will be renewable, at least every five years. All visitors must complete and return a privacy notice, which is available on our website here:

<https://www.southampton.ac.uk/hr/services/data-protection/data-protection.page#privacy-notice>.

### **Retired Staff Card**

Emeritus Professor and Fellows will be issued with a Retired Staff Card. This will be requested by HR upon conferment of the Emeritus title, following approval from Senate and Council. Individuals will be notified by email when their card is available.

### **Finance and Expenses**

Emeritus Professors and Fellows may be entitled to claim expenses, usually based on receipted expenditure. The faculty finance team will be able to advise the best way to do this.

### **Compliance**

Emeritus Professors and Fellows will be required to comply with certain regulations, policies and procedures of the University. These can be found by following the links below:

- [Health and Safety Policy Statement](#)
- [Dignity at Work and Study Policy](#)
- [Intellectual Property Regulations](#)
- [Research Integrity Statement](#)
- [Regulations for use of computers and voice and data communications network](#)
- [Other useful Regulations, Policies and Guidelines](#)

### **More information**

Please contact HR if you have any queries relating to this policy and if there are any changes to personal details or circumstances at [ASKHR@soton.ac.uk](mailto:ASKHR@soton.ac.uk) or by telephone on: 023 8059 7547.