



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891

Policy

Emeritus/ Emerita Professors

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Title of Professor Emeritus/ Emerita

1. The University will seek to establish and maintain a cadre of Professors Emeritus/ Emerita in recognition of their contribution to the University and to supplement and complement the Professoriate employed by the University.
2. The title of Professor Emeritus/Emerita is conferred upon ex or retired employees who have achieved distinction as Professors of the University and whose continued affiliation with the University will add significantly to the University's strategic goals of enhancing academic credibility and financial sustainability.

Criteria for the Award

3. Conferment of the title of Professor Emeritus/Emerita will be reserved for outstanding Professors who meet the following criteria:
 - Hold an outstanding reputation in their discipline or subject area
 - Are prepared to commit time, effort and expertise to the advancement of the University's research, teaching or commercial activities and particularly by acting as a mentor for early career researchers
 - Will act as an ambassador to the University within their academic or professional sphere of networks and influence
 - Attend events hosted by the University and designed to raise the profile of the University

Eligibility and Conditions

4. As high profile ambassadors for the University the following eligibility criteria and conditions must be demonstrated:
 - The title of Professor Emeritus/Emerita may be conferred on Professors of the University when they retire or within one year of retirement, or to ex-employees
 - The title will only be conferred on those Professors who continue to remain research active in disciplines or subject fields aligned with the University's focus relating to its taught programmes or research agendas
 - Professor Emeritus/Emerita positions are normally awarded for a period of five years, are subject to annual review and can be extended with the approval of Senate following recommendation from the Professorial Advisory Panel
 - The title does not normally attract remuneration and where any remuneration is provided it must be agreed in advance by the Director of Research & Enterprise and the Vice-Chancellor and normal contractual processes must be followed through the Department of Human Resources.

Roles and Duties

5. The role and duties of the Professor Emeritus/Emerita will be agreed annually by the Director of Research & Enterprise and approved by the Professorial Advisory Panel.
6. Emeritus/Emerita Professors are not normally employed by the University, although remuneration can be provided for specific work undertaken by Emeritus/Emerita Professors on behalf of and in agreement with the University. Such work might involve extended periods of regular teaching or the leadership of specific development projects or initiatives. Any remuneration should be discussed and agreed in advance by the Head of the relevant School/Directorate, in liaison with the Director of Research & Enterprise and approved by the Vice-Chancellor as Chair of the Professorial Advisory Panel.

Appointment Process

7. The appointment of Emeritus/Emerita Professors will be made by the Vice-Chancellor on the basis of advice from the Professorial Advisory Panel.
8. Nominations for the appointment of Emeritus/Emerita Professors should be sent to the Secretary of the Professorial Advisory Panel by the Head of School/Directorate in whose area the Emeritus/Emerita Professor will make the majority of their contribution to the work of the University.
9. Where possible, the nomination should be made in advance of the retirement of the individual so that the approval process can be completed before the retirement takes effect. This will often mean beginning the approval process at the start of the year in which the member of staff intends to retire.
10. Nominations should include:
 - A nomination, of no more than four pages, authorized by the Head of School and making the case for the appointment by focusing on the contribution that the Professor Emeritus/Emerita will make to the strategic objectives of the University, School, Department or area of development
 - A full curriculum vitae which lists all qualifications, posts, roles and research achievements and impacts
 - A plan of work that outlines the intended contribution of the Professor Emerita/ Emeritus to the work of the relevant area within the University
 - A list of two referees who are familiar with the applicant's work and will be able to provide expert comment on the applicant's suitability for the title of Professor Emeritus/Emerita. Details for each referee must include name, title, institutional affiliation, address, telephone and email.
11. The application will be considered by the Professorial Advisory Panel which will take up references if it deems there is a prima facie case to make the appointment. Following receipt of the application and references the Professorial Advisory Committee will make a recommendation to the Vice-Chancellor. The Vice-Chancellor will inform the relevant Head of School, the Director of Research & Enterprise, Senate and the Board of Governors of the decision at the earliest opportunity.

12. Applicants, both successful and unsuccessful will be informed by the Secretary to the Professorial Advisory Panel.