

Appointment Of Emeritus/Emerita Staff Procedure	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Colleagues - Chief People Officer - Operations Committee
Is the Procedure for internal use only (Non-disclosable) ?	Disclosable
Associated Policy Statements:	N/A
Authorised Owner:	Human Resources Director
Authorised Co-ordinator:	Head of HR Performance Delivery
Effective date:	14 March 2024
Due date for full review:	14 March 2027
Sub documentation:	N/A

Approval History

Version	Reason for review	Approval Route	Date
1.0	3 Yearly review and migration to POPP governance	Operations Committee	14 March 2024

1. Purpose

Emeritus/Emerita positions are appointed in recognition of a substantive association with the University of Surrey during which significant contribution to delivering academic excellence within the institution is demonstrated and will continue to be demonstrated through Emeritus status.

2. Scope and Exceptions to the Procedure

This procedure sets out the relationship between the University and Emeritus appointments as well as the procedure to be followed.

The award of an Emeritus or Emerita title is an honorary award made on the recommendation of the Pro-Vice-Chancellor and Executive Dean of Faculty and approved by the Provost & Senior Vice-President.

The title of Emeritus/Emerita professor may be accorded to any professor (full or part time) who retires from the University of Surrey (as opposed to resigning to take up another appointment) having held a professorial appointment. The appointment is recognition of a substantive association with the University of Surrey during which significant contribution to the institution is demonstrated and would continue to be demonstrated with Emeritus status.

In this context, retirement will be taken to mean the conclusion of a professor's contract of employment with the University. Therefore, it is not appropriate to confer an Emeritus title on someone who continues to hold a paid standard contract of employment or who is engaged as a Visiting Professor with the University of Surrey.

Conferment will take place where a supportive case is made. There may be circumstances which would render it inappropriate such as insufficient length of service, poor performance, behaviour contrary to the stated institutional values, dismissal from office, or in cases where the Executive Dean of Faculty determines that it would not be in the interests of the Faculty to have an ongoing relationship with the academic in question.

Whilst the more common appointment is at professorial level, exceptionally the University will confer the title of Emeritus Associate Professor.

3. Definitions and Terminology

Any reference to Emeritus within this procedure denotes both Emeritus and Emerita.

Emeritus Professor: a title that may be given to a full professor who retires in good standing. It is typically awarded for distinguished service. The criteria for this recognition are as follows:

- Eligibility shall be restricted to professors who have retired from active work at the University of Surrey.
- The professor will have contributed to the life of the University or the wider community, with distinction.
- The conferment of the title can be used to acknowledge an ongoing association with the University.

4. Procedural Principles

The application for this status should normally be made by the Head of Department/School on the form headed 'Nomination to confer the title of Emeritus(a) Professor'. Faculties may wish to make a joint affiliation, where appropriate.

The nomination form should outline past and planned future contributions to the University and be supplemented with a full CV. The Head of Department/School should discuss and seek agreement for the nomination with the Executive Dean. The Head of Department/School should then submit an electronic copy to the Provost's Office (via the Executive Assistant to the Provost) at least 2 months in advance of the proposed start date.

The application will be considered by a panel consisting of members of the University Promotions Committee and other Senior colleagues. Applications will have sign-off by the Provost, whose decision will be final.

The Provost's Executive Assistant will convey the outcome of appointments to Emeritus status to the local HR Business Partner. Although not an employee, HR will update HR Systems and issue Emeritus staff appointment paperwork and maintain the personnel file locally.

Some professorships are not associated with a particular Department or Faculty. The Pro-Vice-Chancellor, Academic may also make recommendations for consideration by the Provost whose decision will be final.

4.1. TERMS OF APPOINTMENT

4.1.1. Type of appointment

The award of an Emeritus title is an honorary recognition. The Emeritus staff member will be issued with honorary paperwork by HR and set up on HR Systems as holding 'Emeritus status'.

4.1.2. Length of appointment

The appointment will normally be conferred for life. However, in exceptional circumstances, the appointment can be removed by the University. Examples of such circumstances include behaviour which would, in an employment relationship, lead to disciplinary action being taken against the Emeritus, or actions which may be contrary to the University's values and/or interests.

4.1.3. Eligibility to salary payments

An Emeritus appointment is an honorary one, and therefore does not attract a salary, or eligibility to standard employee terms and conditions. This means that no additional payment claims, casual claim forms or other claims for salary, such as one-off payments for teaching, can be processed.

Where an Emeritus member of staff is to be employed by the University (section f), the Emeritus appointment will run concurrently for the term of the formal employment. For the purpose of the employment period, the staff member will assume their last working title, unless otherwise agreed.

4.1.4. Access to Facilities

Emeritus staff will receive the following privileges:

- Access to the University's IT systems, data and email services. Such access must be made in accordance with *the IT Acceptable Use Policy and Guidelines**

- Access to the library
- *It is recommended that a review of access to IT systems and data is conducted by the line manager (or designate) prior to Emeritus status being awarded and on an on-going basis to ensure that such access remains appropriate to the Emeritus role.

Office space is not provided to Emeritus staff, unless they are conducting work under an Honorary or standard University contract.

4.1.5. Car Parking

An individual holding Emeritus status who attends the University on a regular basis is able to apply for a pay as you go parking permit via TotalPark, as long as they have a University email address to apply with.

There are two links to the pay as you go permit via TotalPark; there is one to register and one to apply for parking and these are as follows:

To register <https://totalpark.cloud/register/uos>

To apply <https://totalpark.cloud>

Those Emeritus staff who no longer have a University email address and attend campus on an ad hoc basis, should arrange guest parking via the department.

4.1.6. Grants and contracts

Where staff have on-going research grants, or other commitments, secured before retirement from the University and prior to the consideration of the award of Emeritus status, they are encouraged to pursue those grants if it is in the best interests of the University for them to do so e.g. for a staff member acting as a Principal Investigator (PI), the individual would continue working at the University as a paid employee (this could be done as a flexible retirement option i.e. part-time employment plus part-time retirement).

An Emeritus staff member engaging in paid or unpaid research and/or teaching activities on behalf of the University must hold either an Honorary contract (unpaid) or a standard University contract (paid). Where salary payments are due to be made for any type of work (research, consultancy, expert services, PhD supervision (as second/co-supervisor), teaching etc), this must be approved by the Faculty. Any new paid role will be non-pensionable but will attract statutory rights such as redundancy, where applicable.

An existing Emeritus staff member planning to apply for a research grant **must** inform RIS and the Faculty to check the rules of the grant body in order to comply with eligibility and payment/salary regulations. Prior to the grant application the Emeritus staff member should hold either an Honorary contract (unpaid) or standard University contract (paid).

4.2. Health and Safety

Emeritus staff are required to work in accordance with both University and local Health and Safety Procedures and risk assessments made of activities. The competence of Emeritus staff to work safely must be verified by those appointing them, and appropriate information, instruction, training and supervision must be provided to enable them to work safely.

4.3 Insurance

Emeritus Professors, whilst undertaking University authorised travel outside the United Kingdom on the business of the University of Surrey and its subsidiary companies will be covered by the

University Personal Accident and Travel Insurance Procedure subject to the terms and conditions of the procedure and guidance on the Travel Insurance webpages should be followed. Any Emeritus Professors who are aged 75 or over and will be travelling outside the United Kingdom on behalf of the University of Surrey must inform the Procurement Team in advance of making any arrangements to travel.

Emeritus Professors will also be covered by the University's Public and Employers Liability procedures whilst undertaking University authorised business on behalf of the University of Surrey and its subsidiary companies.

4.4 Other terms

It is a principle of the relationship that Emeritus staff will not take part in the management of the University nor be managers within the University.

4.5 Removal of Emeritus/Emerita Status

In exceptional circumstances (e.g. misconduct), an Emeritus title can be removed by the University if it is believed that the individual is not acting in the spirit of the appointment and therefore the best interests of the University. If such a claim is received, it should be investigated by the Faculty (who will inform the individual concerned of the claim and give the individual the opportunity to respond to any allegations made), and if a case for removal of the title is supported by the Faculty, this should be recommended to the Provost and Senior Vice President. The Provost's decision will be final. The Provost will write to the individual and will inform the Executive Dean of the Faculty and local HR Business Partner. Any decision made will be final and there will be no right of appeal.

5 Governance Requirements

5.4 Implementation: Communication Plan

The procedure was embedded when first published.

5.5 Implementation: Training Plan

Support will be provided to colleagues implementing the procedure when required.

5.6 Review

This procedure will be reviewed every 3 years or sooner if required by a change in legislation or practice.

5.7 Legislative Context and Higher Education Sector Guidance or Requirements

N/A

5.8 Sustainability

This procedure is deemed to have little to no impact on sustainability.

6 Stakeholder Engagement and Equality Impact Assessment

An Equality Impact Assessment was completed on 05 March 2024 and is held by the Authorised Co-ordinator.

Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Governance review	N	12 December 2023	Andrea Langley
H&S	H&S review	N	24 January 2024	Matt Purcell
Sustainability	Sustainability review	N	15 December 2023	Martin Wiles