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AWARD OF THE TITLE OF PROFESSOR: PROCEDURE FOR THE AWARD OF EMERITUS PROFESSOR

CARDIFF METROPOLITAN UNIVERSITY

AWARD OF THE TITLE PROFESSOR: PROCEDURE FOR THE AWARD OF EMERITUS PROFESSOR

1. Introduction

- 1.1 This Academic Handbook entry describes the procedures adopted by Cardiff Metropolitan University for awarding Emeritus Professorships.

2. Eligibility

- 2.1 The award of Emeritus Professor can be conferred on retired Personal Chairs who have made an outstanding contribution to the University.

3. The Professorship and Readership Committee

- 3.1 The Professorship and Readership Committee is empowered to consider applications for Emeritus Professorships.
- 3.2 The composition of the Professorship and Readership Committee is:
- President and Vice-Chancellor (Chair)
 - Deputy Vice-Chancellor Academic
 - Pro Vice-Chancellor Research and Innovation
 - Pro Vice-Chancellor Student Enhancement
 - Three Professors elected by Academic Board.
- 3.3 The three elected members will serve on the Committee for a period of two years with the possibility of re-appointment for up to a total of four years continuously.
- 3.4 The Committee will also have the option to co-opt temporary internal members of the Committee where appropriate.
- 3.5 All Professorship and Readership Committee members are required to declare any conflicts of interest in relation to candidates at the start of each Committee meeting.

4. Award Procedure

- 4.1 Nominations should be made in writing to Human Resources, addressed to the President and Vice-Chancellor by the relevant Dean of School who

should give examples of how the individual has served the institution with particular distinction in accordance with the current Personal Chair criteria. The nomination should also outline how the professor will continue to contribute on a voluntary basis to the School.

- 4.2 Applications for the Emeritus title are considered by the Professorship and Readership Committee at the two points in the academic year during the Autumn and Spring terms. Submission dates will be published on an annual basis on the HR website.
- 4.3 If the Professorship and Readership Committee decides to award the title, Human Resources will confirm this in writing to the individual. Academic Board will also be notified of the award.

5. Conditions

- 5.1 Emeritus Professorships are awarded for life but the Professorship and Readership Committee reserves the right to revoke the title at any time. Academic Board will be notified of the removal of title and the date when it took effect.
- 5.2 Human Resources will arrange for access to IT and Library services and to University buildings if required. Emeritus Professors may use their title in association with the University for publication/publicity purposes but the title does not imply any employment status or right to remuneration.

6. Equal Opportunities

- 6.1 In keeping with Cardiff Metropolitan University's Equal Opportunities Policy, the University is committed to the promotion of equality and diversity in all of its activities. As such, the award of the title of Emeritus Professor will be awarded on the basis of merit and ability. The Professorship and Readership Committee will take into account non-academic circumstances that may have restricted or delayed the development of an applicant's professional career in terms of volume rather than the quality of the outputs and activities associated with the title.