

13.3

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

# Key Details

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# Version Control

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Award of the Title of Professor: Procedure for the Award of Emeritus Professor

# Introduction

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

# Eligibility

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

# The Professorship and Readership Committee

## The Professorship and Readership Committee is empowered to consider applications for Emeritus Professorships.

## The composition of the Professorship and Readership Committee is:

## President and Vice-Chancellor (Chair)

## Deputy Vice-Chancellor

## Pro Vice-Chancellor Research and Innovation

## Pro Vice-Chancellor Student Engagement

## Director of Research

## Three Professors elected by Academic Board

## 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.

## The Committee will also have the option to co-opt temporary internal members of the Committee where appropriate.

## 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.

# Award Procedure

## Nominations should be made in writing to People Services, 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.

## Applications for the Emeritus Professor are considered annually. The new application window opens in November and closes in December each year. Successful awards will then be conferred from the following August. Submission dates will be published on an annual basis on the People Services website.

## If the Professorship and Readership Committee decides to award the title, People Services will confirm this in writing to the individual. Academic Board will also be notified of the award.

# Conditions

## 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.

## People Services 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.

# Equal Opportunities

## 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.