

Emeritus Fellowship Guidelines

1.0 Introduction

- 1.1 There are occasions where a member of staff who has demonstrated exceptional service to the University may be reaching retirement but wishes to continue a link with the University in order to continue research, knowledge exchange, pedagogic, or other projects.
- 1.2 The honorary title 'Emeritus Fellow' may be conferred upon a retiring member of staff to maintain such a link with the University. The title is a recognition of their standing and the exceptional role they have played within the University, but also demonstrates a desire and commitment to continue actively engaging with the University upon their retirement. The title aims to continue to foster links with staff after they retire, to mutual benefit and enrichment.
- 1.3 As such, while mutually beneficial, applications for an Emeritus Fellowship must demonstrate the value to the University of conferring a title.
- 1.4 A member of staff who has reached the rank of full professor upon retirement should instead apply for an Emeritus Professorship, following the process outlined in the *Emeritus Professorship Guidelines*. Individuals external to the University can apply for a visiting fellowship, visiting professorship, civic fellow, or entrepreneur in residence, as appropriate.
- 1.5 An Emeritus Fellowship will allow the titleholder to continue access to the University and enable Emeritus Fellows to use the University as an academic address and provide an affiliation when presenting public lectures or taking part in other public events.
- 1.6 Emeritus Fellowships are normally awarded by the University for life, and do not require an application for renewal. As with all honorary titles, the University reserves the right to remove an honorary title (see paragraph 4.9 below). The removal of an honorary title is at the discretion of the Vice Chancellor.
- 1.7 Short-term requests (such as to continue access to IT systems for a short period post-retirement) fall outside the remit of the Emeritus Fellowship scheme and should be referred to the Dean of School or Director of Service.
- 1.8 The Emeritus Fellowship is an honorary, unpaid title.
- 1.9 It is possible to award an Emeritus Fellowship to individuals who also undertake paid teaching and other duties for the University providing the work or role agreed as part of the Fellowship is in addition and separate from the paid duties. Should this

circumstance apply, it is important for prospective Emeritus Fellows to appreciate and accept, without pressure, that work undertaken as part of a Fellowship will not be remunerated by the University. A separate contract must be issued for any paid work.

- 1.10 It is recognised that this position is voluntary and honorary on the part of the retiring member of staff.

2.0 Activities and Responsibilities

- 2.1 The table below summarises the range of activities which would *prima facie* qualify for an Emeritus Fellowship. While the University does not expect Emeritus Fellows to undertake all the activities listed below, there is an expectation that Emeritus Fellows will undertake work associated with at least one of the categories shown in the table below:

Research and Knowledge Exchange	<ul style="list-style-type: none"> Continue to engage in research, knowledge exchange, pedagogic research, and/or other scholarly activities, to which the University will be listed as the affiliated institution on any publications
Teaching and student support	<ul style="list-style-type: none"> The supervision of postgraduate research students (as an additional member of the supervision team or an advisor, not as principal supervisor). Staff and student mentoring Advise and contribute to postgraduate and undergraduate teaching programmes, as appropriate Support and advise on the development of innovative approaches to the delivery of teaching and the design of the curriculum
Liaison and Networking	<ul style="list-style-type: none"> Develop and maintain strategic links and partnerships with external organisations, ensuring links are made with existing University of Staffordshire staff, as appropriate
External Income Generation	<ul style="list-style-type: none"> Advise and support on proposals to secure research, consultancy and other grants and awards
Public Engagement	<ul style="list-style-type: none"> Deliver presentations and/or lectures at workshops, seminars and conferences organised by University of Staffordshire and other bodies, Raise public awareness of the University's work and wider national and international profile.

3.0 Application Process

- 3.1 A member of staff approaching retirement who believes they meet the eligibility criteria and who wishes to be considered for an Emeritus Fellowship should approach their line manager to request to begin the application process, normally at least three months before the planned date of retirement.
- 3.2 Nominations for Emeritus Fellowships must be set out on the form designed for this purpose and include a copy of the candidate's most recent CV.
- 3.3 Applications must list at least one current member of staff in the nominating School or Service who will act as the 'link' between the University and the Emeritus Fellow.
- 3.4 Applications for the award or renewal of Emeritus Fellowships must be endorsed by the Dean of School/ Director of Service.
- 3.5 Once an application has been approved by a Dean of School/ Director of Service, it should be emailed to the Secretary of the Professorial Conferment Committee (PCC) who will arrange for the application to be considered at the next meeting of the full Committee. The purpose of this process is to determine whether or not the application meets the University's requirements for the award of an Emeritus Fellowships, namely an exceptional contribution to the University and an expected mutual benefit of an Emeritus Fellow award.
- 3.6 If the Committee concludes that the application meets the University's requirements for the award of an Emeritus Fellowship, the Vice Chancellor will write to the applicant confirming that an Emeritus Fellowship had been awarded. A record of Emeritus Fellows will be maintained by Research Innovation and Impact Services (RIIS).

4.0 Legal Status and Management, and removal of honorary titles

- 4.1 Emeritus Fellows are not employees of the University. In order to cover legal liability, Emeritus Fellows will be given visiting status within the University. For IT purposes, their status will be as an 'affiliate' account holder.
- 4.2 The member of Executive, Dean of School or Director of Service nominating a candidate for an Emeritus Fellowship will be ultimately responsible for managing the titleholder.
- 4.3 If an Emeritus Fellowship is subsequently contracted to undertake paid work, a separate contract must be issued.
- 4.4 Before an Emeritus Fellowship can be awarded, the Right to Work status of the proposed titleholder must be confirmed and the appropriate documentation

checked. Schools and Service should refer to the Emeritus, Honorary and Visiting Appointments section of the *University's Prevention of Illegal Working Manual*.

- 4.5 Emeritus Fellows shall not serve on any University Board or Committee nor exercise any executive functions.
- 4.6 Emeritus Fellows shall not portray themselves as representing the University, nor enter into any negotiations, agree any contracts or commitments on behalf of the University, except where specifically authorised by the Vice- Chancellor, Deputy Vice Chancellor, Dean of School or Director of Service.
- 4.7 Emeritus Fellows shall be bound by the rules, regulations and codes of conduct adopted by the University, including those relating to personal conduct
- 4.8 Emeritus Fellows shall, not without the written approval of the Vice Chancellor, engage in any activities that might conflict or compete with the mission, aims and objectives of the University.
- 4.9 The University reserves the right to revoke any honorary title, including an Emeritus Fellowship, if the holder has, in the University's opinion, been guilty of any dishonourable or scandalous conduct or has otherwise brought the University into disrepute. The removal of an honorary title is at the discretion of the Vice Chancellor.

5.0 Access to University Facilities

- 5.1 Emeritus Fellows can expect to have access to the University Library, an email account and other IT facilities. In addition, Emeritus Fellows can use the University as an academic address for specified academic purposes. The use of School or Service resources will be at the discretion of the Dean of School or Director of Service.

6.0 Extent of Financial Support

- 6.1 No remuneration is attached to the award of an Emeritus Fellowship. No additional resources will be provided by the University centrally to support the award of an Emeritus Fellowship.
- 6.2 Any costs incurred as a result of awarding an Emeritus Fellowship will be met by the nominating School or Service and must be approved in advance by the Dean or Director.
- 6.3 Schools and Services can reimburse Emeritus Fellows for expenses incurred as a result of their collaboration with the University. All such requests must be approved in advance by the Dean or Director.

- 6.4 Any direct payments to Emeritus Fellows for specific services, such as teaching, must be accompanied by a specific contract separate and distinct from the Emeritus Fellowship: for example, a part-time teaching contract.

EMERITUS FELLOW NOMINATION FORM

University of Staffordshire

Emeritus Fellowship Nomination Form

To ensure that the University can process nominations for honorary and visiting titles, please complete the form below and return, together with a copy of the applicant's CV to

Profcall@staffs.ac.uk

Nominating School or Service

Applicant's Name and Contact Details

Title (Mr/Mrs/Prof/Dr)	
First Name	
Surname	
Title of post currently held	
Dates and positions employed at University of Staffordshire	
Email (work)	
Email (for correspondence)	

Please summarise briefly your current work and projects at the University, and how this will continue if awarded an Emeritus Fellowship

Contribution to the University

Please list below the area or areas under which the proposed Emeritus Fellow is expected to contribute to the University.

While the University does not expect Emeritus Fellows to undertake all the activities listed below, there is an expectation that Emeritus Fellows will undertake work associated with at least one of the headings shown in the table below:

Criteria	Nature of proposed continued contribution to the University
Research and Knowledge Exchange	
Teaching	
Liaison and Networking	
External Income Generation	
Public Engagement	
Other	

Member (s) of staff with whom the Visiting Fellow will work

Immigration, Asylum & Nationality Act Requirements Right to Work in the UK status confirmed, and documents checked. By whom Date
Application approved by School/ Service/ SMT Signed Date

To be completed by Research, Innovation and Impact Service

Date application referred to Professorial Conferment Committee	
Decision	
Renew Date	