

## Emeritus Appointments

### 1.0 Introduction

This paper outlines procedures for granting and managing emeritus appointments by the University. It confirms the approval process, the benefits to appointees, the administrative process and responsibilities involved.

### 2.0 Definition of an Emeritus Appointment

#### 2.1.1 Qualifying Criteria

An emeritus appointment is a title and position offered to individuals that the Principal feels have earned this recognition due to their contribution to the University and in line with University strategic aims. *Such appointments are usually made on the retirement of a longstanding member of staff.* Nominations for emeritus appointments can be made to the Principal by individuals in a senior management position within the University eg. Heads of School or Heads of Department. Such nominations must be supported by an Executive Group member as appropriate (see 4.1). There is no term restriction usually attached to such appointments which would not normally involve financial remuneration (see 3.1). It would be hoped that through such appointments the individual concerned would maintain links with the University and may be able to continue to make a contribution where appropriate.

#### 2.2 Levels of Award

The level of appointment is normally as a Professor Emeritus. However, the Principal can approve other levels of appointment as appropriate for the circumstances and the individual involved. These appointments are not subject to any contract, or other legal agreement concerning the delivery of services, with the individual concerned, or any other party. Any individual who is delivering a service or other contribution to the University which involves remuneration must be engaged by a contractual agreement.

#### 2.3 Other Appointments and Awards

The appointments covered by this document are distinct from

- Honorary degrees which are permanent and conferred by the University upon persons who have achieved distinction in education, industry, business, culture, creative work or public service.
- and
- Honorary or Visiting appointments which are normally a fixed term position offered to individuals who, due to their expertise and experience in an academic, commercial or other environment, are able to help the University achieve its strategic objectives. This may be via their direct input in terms of advice; establishing and developing strategically valuable relationships; *ad hoc* lecturing; or input into research projects.

### 3.0 Conditions and Criteria

#### 3.1 Term and Status

An emeritus appointment is normally a permanent one. It must not be seen in any way to confer employment status on the individual concerned.

The obligation to make the individual aware of University Health, Safety and Environmental policies and to monitor their compliance with these policies will still apply where relevant.

At no point does this appointment involve direct financial or other material remuneration from the University. However, the appointee will be entitled to use University facilities eg access to the University Library, IT services (including a University network account), and the University Sports Centre. Such access will be subject to the controls and any fees put in place by the University to protect it, its students and other users of University facilities.

To facilitate and control access to these resources appointees will, if they wish, receive an associate ID/library card. These cards will be available once the appointee's name has been added to the appropriate database and under instruction from the Principal's Office will be issued via the University Library or the Student Finance and Information Team.

### **3.2 Criteria for Level of Appointment**

*The level of appointment will be based upon the academic or equivalent level of the individual involved and will involve a judgement based upon the individual's prior experience, evidence of their teaching/research ability and the contribution which they can make to the education of students and the operation of the University.*

Once appointed appointees will be able to use the title awarded and the title will be used in all correspondence from the University e.g. a Professor Emeritus would be addressed as 'Professor X'.

## **4.0 Approval and Administration**

### **4.1 Approval/Termination Procedure**

Any emeritus appointment to the University must be ultimately approved by The Principal. The Principal will advise the Academic Council of new appointments. Where the Principal does not approve a proposed emeritus appointment, the nominating Head of School will be advised.

A brief written record will be held in the Principal's Office of the basis for the appointment and approval will be recognised via the offer letter sent to the appointee by the Principal.

*Should exceptional circumstances arise and there is a need to terminate an emeritus appointment this decision and any associated action required will ultimately be made by the Principal of the University.*

Nominations for approval will be submitted via a written case. This should involve written support at the Head of School level or at an Executive Group member level for appointments linked to support departments. The case for nomination will be made in writing and must include the following information:

- The nominee's name and current contact address
- Their current position within the University
- Clearly identification of the contribution which the nominee has made to the realisation of the University strategy over their time with the University.
- Clear justification for the level of award being proposed (see 3.2 above)

The application for an Emeritus Professorial position should be forwarded to the Vice-Principal (Research) who will review the case and if required consult other senior colleagues.

Each application will be considered on the same basis as appointments to similar full-time positions within the University in terms of qualifications and experience of the individuals. The Vice-Principal (Research) will then advise as to whether an emeritus appointment should be made.

This recommendation will then be passed to the Principal and Vice-Chancellor who will make the final decision on the appointment. Ultimately the Principal and Vice-Chancellor as Chair of Academic Council retains the authority for making all such appointments.

On approval of the appointment by the Principal and Vice-Chancellor a letter of appointment will be drafted by the Vice-Principal's Office for signature by the Principal.

#### **4.2 Responsibilities**

- a) It is the responsibility of the Principal to ensure a justified basis for any emeritus appointment exists before approval.
- b) The Principal will issue a letter offering the emeritus appointment. Offer letters will contain an outline of any ongoing contribution expected from the individual. The letter will also seek written acceptance of this offer. Accompanying this letter will be an information sheet highlighting key points and actions required by the appointee (see Appendix A).

It is then the responsibility of the Vice Principal's Office to ensure that

- A response regarding acceptance is received from the nominee
  - Once acceptance is received procedures are implemented for the issue or renewal of an ID/library card to give access to University facilities and that network access is available.
  - The Head of School, Director of Library Services, Director of Information Technology and Human Resources Client Partner are notified of any offer made and its acceptance.
  - The Principal maintains a record of all emeritus appointments made by the University.
- c) It is the responsibility of the Principal to advise the University's Academic Council of any emeritus appointments made.
  - d) It is the responsibility of the University's Human Resources Department to ensure that once confirmation of an appointment is received, that the relevant information is entered in the appropriate database to allow the issue of ID/library cards and access to the facilities outlined. While emeritus appointees are not members of staff, the Human Resources Department is also responsible for taking appropriate action if changes in employment related legislation or University policies affect emeritus appointees.
  - e) Where an emeritus appointee is working on University premises, it is the responsibility of the manager of the area involved e.g. Head of School or Head of Department, to ensure that University Health and Safety procedures are being fully followed.
  - f) An appointee working on University premises under some degree of supervision by University management will normally be covered by University insurance. However it is the responsibility of the manager of the area involved e.g. Head of School or Head of Department to ensure that this is the case and any queries should be raised with the University's Financial Services Department.

End of procedure

1<sup>st</sup> June 2017

## **Appendix – Information Sheet to Accompany Emeritus Appointments**

### **EMERITUS APPOINTMENTS**

#### **INFORMATION AND ACTION REQUIRED**

##### **USE OF YOUR TITLE**

Once you confirm acceptance in writing, your emeritus title can be used at any point while dealing with the University and communicating with its staff and students. The University will also use this title in its correspondence with you.

##### **HEALTH SAFETY AND ENVIRONMENTAL POLICIES**

In line with legislative requirements and for your own safety, your attention is drawn to the University's Health, Safety and Environmental Policies which can be viewed via the University's website ([www.rgu.ac.uk/hr/healthsafety/page.cfm?pge=866](http://www.rgu.ac.uk/hr/healthsafety/page.cfm?pge=866)). You will be required to comply with these policies and there is a need to check for and comply with any localised safety rules when working in the University.

##### **ACCESS TO UNIVERSITY FACILITIES**

Your emeritus title will allow you access to various University facilities, subject to any controls and fees which the University has in place.

To ease and ensure your entry to University premises and allow you access to facilities such as the University Library and Sports Centre we strongly advise that you acquire a University identification card.

To initiate preparation of an identification card and also on-line access to the University network please call or e-mail Dawn McDonald (details shown below).

**Contact Details:** Dawn McDonald  
HR Admin Manager  
Robert Gordon University  
Central Services Building  
Aberdeen  
AB10 7FY

Tel: 01224 262625  
E-mail: [d.mcdonald@rgu.ac.uk](mailto:d.mcdonald@rgu.ac.uk)

Note: Preparation of an identity card will require a head and shoulders photograph of reasonable quality in paper or digital format. Access to the University IT network will require a confidential password. Arrangements for these will be discussed when you make contact.

End of procedure.

## **Honorary/ Visiting Appointments**

### **1.0 Introduction**

This paper outlines procedures for granting and managing Honorary/Visiting appointments. It confirms the criteria for these awards, the approval process, the benefits to appointees, the administrative process and responsibilities involved.

### **2.0 Definition of an Appointment**

#### **2.1 Qualifying Criteria**

A visiting appointment is a fixed term title and position offered to individuals who, due to their expertise and experience in an academic, commercial or other environment, are able to help the University achieve its strategic objectives. This may be via their direct input in terms of advice; establishing and developing strategically valuable relationships; ad hoc lecturing; or input into research projects. Any such appointment and the contribution arising from it will normally be for a period of 3 years. However, this period is flexible and may be adapted to meet requirements, eg when a visiting title is being awarded to visiting individuals with a shorter-term involvement with the University. Visiting Appointments would not normally involve financial remuneration (see 3.1).

#### **2.2 Levels of Award**

The level of visiting appointment - a visiting professorship, a visiting research fellowship, a visiting readership, or an appointment as a visiting lecturer, should be appropriate for the circumstances and the individual involved. These appointments are not subject to any contract, or other legal agreement concerning the delivery of services, with the individual concerned, or their employers.

Any individual who is delivering a service or other contribution to the University which involves remuneration must be engaged by a contractual agreement.

#### **2.3 Other Appointments and Awards**

The appointments covered by this document are distinct from honorary degrees which are permanent and conferred by the University upon persons who have achieved distinction in education, industry, business, culture, creative work or public service. The inclusion of the term 'Visiting' should not be used in a formal title awarded by the University.

### **3.0 Conditions and Criteria**

#### **3.1 Term and Status**

A visiting appointment is conferred for three years, or less if appropriate. At the end of the period of appointment, or earlier if the situation requires it, the appointment will be reviewed.

The position is a visiting one and must not be seen in any way to confer employment status on the individual concerned. At no point does the individual or their employer receive direct financial or other material remuneration from the University as part of their visiting appointment. However, the appointee will be entitled to use University facilities.

The obligation to make the individual aware of University Health, Safety and Environmental policies and to monitor their compliance with these policies and with University insurance requirements will still apply.

The appointee will have access to University facilities including the library, IT services (including a University network account), and the University Sports Centre. Such access will

be subject to the controls and any fees put in place by the University to protect it, its students and other users of University facilities.

To facilitate and control access to these resources appointees will receive an associate ID/library card which will be valid for their period of appointment.

These cards will be available once the appointee's name has been added to the appropriate database and under instruction from the Principal's Office will be issued *via* the University Library or the Student Finance and Information Team.

### **3.2 Criteria for Level of Appointment**

The level of appointment will be based upon the academic or equivalent level of the individual and the contribution being made. Guidance for this, to ensure that University standards are maintained, is the existing guidance for awarding such titles to University staff. The following provide examples of the basis for this judgement.

Any candidate to be appointed as a Visiting Professor must be outstanding in at least one of

- Contribution by research, consultancy, professional practice or performance, in the furtherance of his or her discipline and/or its application to society which is recognised by the candidate's professional standing. Such demonstrations might include evidence of a reputation for excellence; professional recognition; and significant high level external activities;
- Record and reputation as a teacher especially through exceptional contribution to curriculum development including: innovation in teaching, learning and assessment methods; innovative schemes for encouraging access; and similar activities;
- Academic leadership at a level that clearly demonstrates that he/she has contributed significantly to the development of an academic community whose impact is greater than the expected from a simple sum of its parts. Such demonstration might include; successful innovation demonstrating clear vision; all round excellence over a significant area of work; or development of strong and lasting links with industry, commerce, the public sector, voluntary organisations and the professions.

For appointment as a Visiting Reader there must be evidence of several of the following:

- original contribution to knowledge, practice or performance
- publication in international journals, books or pamphlets
- public performance of work
- public exhibition of work
- achievement of a national reputation for research excellence as judged by peers in his/her subject area
- discoveries or inventions
- supervision and examination of research students
- presentation of invited papers at national or international conferences
- management of research and research training programmes

For other visiting appointments, there are no fixed guidelines. However, a judgement must be based upon the individual's prior experience, evidence of their teaching/research ability and the contribution which they can make to the education of students.

For the term of their appointment, appointees will be able to use the title awarded within the University and the title will be used in all correspondence from the University e.g. a Visiting Professor would be addressed as 'Professor X'.

## **4.0 Approval and Administration**

### **4.1 Approval Procedure**

Any visiting appointment to the University, extension/renewal or termination of an appointment must be ultimately approved by The Principal, who will advise the Academic Council of new appointments. Where the Principal does not approve a proposed visiting appointment the Head of School/Department involved will be advised. The processes for creating an appointment, renewing or terminating one are based upon the same procedures. Any differences are highlighted below.

Nominations for approval will be submitted via a written case. This should involve written support at the Head of School level or at an Executive Group member level for appointments linked to support departments. The case for nomination will be made in writing and must include the following information:

- The nominee's name and current contact address
- Their academic qualifications, relevant experience and/or relevant positions held
- The nominee's expected contribution to realisation of the University strategy over the term of appointment and the resultant benefits which the University can expect. Where ad hoc lecturing or a similar contribution is expected the extent of this contribution should be clearly identified.
- Clear justification for the level of award being proposed (see 3.2 above)
- The term of appointment proposed eg 3 years, or if less, this should be accompanied with a brief explanation of the circumstances.

The application for an Honorary/Visiting Professorial or Readership position should be forwarded to the Vice-Principal (Research) who will review the case and if required consult other senior colleagues.

Each application will be considered on the same basis as appointments to similar full-time positions within the University in terms of qualifications and experience of the individuals. The Vice-Principal (Research) will then advise as to whether a Visiting Professorial and Readership appointment should be made.

This recommendation would then be passed to the Principal and Vice-Chancellor who will make the final decision on the appointment. Ultimately the Principal and Vice-Chancellor as Chair of Academic Council retains the authority for making all such appointments.

On approval of the appointment by the Principal and Vice-Chancellor a letter of appointment will be drafted by the Vice-Principal's Office for signature by the Principal.

Together with the Vice-Principal, each Head of School will review the current appointments when they come to the end of their three-year tenure and make similar recommendations as to whether the appointment should be continued or should be terminated. Again, the ultimate decision on any appointment at Readership or Professorial level will be made by the Principal.

*Applications for Visiting Lecturer, or for Visiting Senior Lecturer appointments may be approved directly by a Head of School.* For each such appointments, a case for the nomination must still be made in writing and forwarded to the Vice-Principal's (Research) Office and must include the following information:

- The nominee's name and current contact address
- Their academic qualifications, relevant experience and/or relevant positions held
- The nominee's expected contribution to realisation of the University strategy over the term of appointment and the resultant benefits which the University can expect. Where ad hoc lecturing or a similar contribution is expected the extent of this contribution should be clearly identified.
- Clear justification for the level of award being proposed (see 3.2 above)

- The term of appointment proposed eg 3 years, or if less, this should be accompanied with a brief explanation of the circumstances.

This will ensure all appropriate services are advised and records are maintained with Visiting Lecturers and Senior Lecturers being able to access University Facilities, as appropriate.

The Principal will be advised of all such appointments.

## **4.2 Responsibilities**

a) It is the responsibility of the Head of School/Department proposing the nomination, renewal, or termination, to ensure that:

- A comprehensive case, including the required information, is presented
- Once appointed the contribution of the individual is monitored against expectations and against University policies/procedures and reported upon if a case for renewal or termination is made.
- Any access required to University computer systems beyond the basic network package, which will be automatically organised, are arranged with ITS.
- Where a visiting appointee is working on University premises, they will be covered by University insurance policies. However, this requires them to be undertaking activities already carried out by RGU and they as individuals must be trained/ experienced in that activity. It is the responsibility of the manager of the area involved eg Head of School, to ensure that these requirements are met and that the University Health and Safety procedures are being fully followed.
- Accurate contact details are maintained for the appointee
- Any material change in factors linked to the nomination is reported to the Principal.
- One month before expiry of an appointment a report is submitted to the Principal proposing renewal or termination of the appointment.

b) It is the responsibility of the Head of School/Executive Group member involved to ensure that procedures are followed and that they have approved any case submitted to the Principal for their approval.

c) Where a case is approved the Principal will issue a letter offering the visiting appointment, or extension (or confirming a termination). Offer letters will contain details of the term of appointment and an outline of the contribution expected from the individual. The letter will also seek written acceptance of this.

Accompanying this letter will be an information sheet highlighting key points and actions required by the appointee.

It is then the responsibility of the Vice-Principal's Office to ensure that

- A response regarding acceptance is received from the nominee
- Once acceptance is received procedures are implemented for the issue or renewal of an ID/ library card to give access to University facilities and that network access is available.
- The Head of School, Director of Library Services, Director of Information Technology and Human Resources Client Partner are notified of any offer made and its acceptance, or any terminations.
- A record is maintained of all visiting appointments made by the University, their term and the cases put forward.

d) It is the responsibility of the University's Human Resources Department to ensure that once confirmation of an appointment, extension or termination is received, that the relevant information is entered in the appropriate database to allow or withdraw the issue of ID/library cards and access to the facilities outlined. While visiting appointees are not members of staff the Human Resources Department is also responsible for taking appropriate action if changes

in employment related legislation or University policies affect visiting appointees eg ensuring visiting appointees, along with members of staff, are notified if changes are made to University Health & Safety Policy.

## **5.0 Resource Implications**

The University has a limited number of visiting appointees. With no significant increase in numbers anticipated this is not expected to represent a substantial demand upon the University facilities which these individuals can use.

Visiting appointments do represent an additional administrative burden in terms of nominations, renewals or terminations. However, with the relatively low number involved and the spread of these activities, the impact is not expected to be significant. Costs may arise from the work being done by the appointee. However, these should be included in budgets for the School/Department concerned. No direct cost should arise out with these budgets.

Benefits to be gained by the University should be clearly set out and where possible quantified in the nomination/renewal case put forward. An appointment is made based upon these anticipated benefits and the School/Department concerned is required to manage the relationship and monitor the contribution made by an appointee to ensure that benefits are realised.

End of procedure.

1<sup>st</sup> June 2017

## **Appendix – Information Sheet to Accompany Honorary/Visiting Appointments**

### **HONORARY/VISITING APPOINTMENTS**

### **INFORMATION AND ACTION REQUIRED**

#### **USE OF YOUR TITLE**

Once you confirm acceptance in writing, your visiting title can be used at any point while dealing with the University and communicating with its staff and students. The University will also use this title in its correspondence with you.

#### **HEALTH SAFETY AND ENVIRONMENTAL POLICIES**

In line with legislative requirements and for your own safety, your attention is drawn to the University's Health, Safety and Environmental Policies which can be viewed via the University's website ([www.rgu.ac.uk/hr/healthsafety/page.cfm?pge=866](http://www.rgu.ac.uk/hr/healthsafety/page.cfm?pge=866)). You will be required to comply with these policies and there is a need to check for and comply with any localised safety rules when working in the University.

#### **ACCESS TO UNIVERSITY FACILITIES**

Your visiting title will allow you access to various University facilities, subject to any controls and fees which the University has in place.

To ease and ensure your entry to University premises and allow you access to facilities such as the University Library and Sports Centre we strongly advise that you acquire a University identification card.

To initiate preparation of an identification card and also on-line access to the University network please call or e-mail Dawn McDonald (details shown below).

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HR Admin Manager  
Robert Gordon University  
Central Services Building  
Aberdeen  
AB10 7FY  
  
Tel: 01224 262625  
E-mail: [d.mcdonald@rgu.ac.uk](mailto:d.mcdonald@rgu.ac.uk)

Note: Preparation of an identity card will require a head and shoulders photograph of reasonable quality in paper or digital format. Access to the University IT network will require a confidential password. Arrangements for these will be discussed when you make contact.

End of procedure.