Rules and Procedures for Conferment of Emeritus Professorships and Emeritus Associate Professorships

Reference number of this document	AP0034
HEMIS classification	
Purpose	To regulate the conferment of emeritus professorships
Type of document	Rules and procedures
Accessibility	General (external and internal)
Date of implementation	1 September 2015
Revision date	As the need for adjustment arises
Previous revisions	29 May 2019
Owner of these rules	Vice-Rector: Social Impact, Transformation and Personnel
Institutional functionary (curator) responsible for these rules	Chief Director: Human Resources
Date of approval	27 November 2020
Approved by	Senate
Keywords	emeritus professors, emeritus associate professors

The essence of the policy

Regulating the conferment of emeritus professorships and emeritus associate professorships, and stating the rules under which emeriti may operate.

1. Motivation

Stellenbosch University (SU) confers the title 'emeritus' on all academics who retire with the substantive academic rank of associate professor, professor or distinguished professor to indicate recognition that an academic career does not necessarily terminate on a given date. Seeing that this serves as a way of recognising academics' past contribution to SU as well as keeping academics associated with the University in future, 'emeritus' is an honorific (meant to honour) as well as a life-long title. It may, however, be retracted or not be awarded in the first place should SU deem an individual to be or to have become unworthy in any way of further association with the institution. Frequently, retired professors deliver lectures (public lectures as well as in class), write papers or books or newspaper articles, review articles for journals, serve on national and international committees and commissions, give radio and television interviews, et cetera. These kinds of activities may enhance the institution's stature and reputation.

Therefore, emeritus academics could assist SU in its aim to enhance its status as an internationally recognised top academic institution. A major factor in realising this aim is retaining and enhancing the knowledge base of the University, which aligns fully with SU's Vision 2040 and Strategic Framework 2019 – 2024.

Establishing procedures for the appointment of and setting out the privileges of emeritus staff will ensure that senior academics know long before their retirement in which framework they would operate should they wish to remain academically involved at SU post-retirement, as recommended by the faculty concerned and approved by the University.

2. Appointment procedures

All professors (i.e. full professors and associate professors) become emeritus staff members by virtue of the substantive academic rank that they hold at the time of their retirement. Distinguished professors become emeritus professors. This includes professorships that are joint appointments (as found, e.g. in the Faculty of Medicine and Health Sciences), with notification to the partner employer.

The Human Resources Division (HR) identifies senior academics that will retire in any given year, and present their names and applicable emeritus titles (e.g. emeritus professor of applied mathematics or emeritus associate professor of surgery) via the relevant facultorial academic appointment and promotion committees (AAPCs) to the Appointments Committee of Senate (ACS), at any of the ACS meetings of the year concerned. Upon approval, these names are minuted in the ACS report to the next Senate meeting and Council for their notification.

The Senate chair confers, at any Senate meeting of the year, the applicable emeritus status on the retiring senior academics who have been thus identified. (The procedure is that the Registrar announces the names of colleagues who will become emeriti, whereupon the chair presents them with certificates confirming their emeritus status.)

The certificate must be worded as follows:

> This is to confirm that the status of emeritus …………. (professor/associate professor) of ……………….. was conferred on ……………………… at a formal meeting of Senate on ………………………

Both the Registrar and the Rector must sign the certificate.

3. Typical functions of emeritus (associate) professors

Emeritus staff may continue to be voluntarily involved in certain SU activities. Such continued involvement requires permission from the relevant head of the department and the dean of the faculty concerned. In the absence of such permission emeriti have no right to remain involved in departmental or faculty activities.

Examples of functions that emeritus staff may fulfil:

3.1 Supervise postgraduate students (provided that this be done in conjunction with a supervisor or co-supervisor who is in SU's normal employ).

3.2 Publish academic articles. Where applicable, SU should be named as the host institution in such publications.

3.3 Give lectures on invitation, especially specialist lectures.

3.4 Serve as mentor of academic staff or be involved in staff training in some other role.

3.5 Serve as tutor of undergraduate and postgraduate students.

3.6 Serve on non-Senate research committees and other steering committees where the retired academic's specific expertise may be of assistance (a co-opted position, therefore).

3.7 Serve on review and investigation committees or fulfil other advisory tasks upon request.

4. Rights, privileges and responsibilities

Emeritus staff are permitted to use the title 'emeritus' together with the substantive position and rank that they held at the time of their retirement (e.g. emeritus professor of industrial psychology or emeritus associate professor of surgery) as recorded by the University at that time. Emeritus status is typically conferred for life and links the individual for their lifetime to the faculty and University, but does not automatically give an individual the right to stay involved in their former faculty's activities.

There is no standard remuneration associated with this title. Emeritus staff may receive remuneration from third-stream (external) funds where the funder has permitted such expense. Should emeriti be requested to present a course or perform some formal task, they may receive an honorarium determined by agreement to be appropriate.

Emeritus staff who are still engaged in research activities are allowed the following specific activities:

4.1 continued access to research funds that had accumulated up to their time of retirement, subject to explicit approval of the relevant head of department and the dean of the faculty concerned, as well as the conditions of the grant and normal administrative controls; and

4.2   applying for new funds (including NRF rating), subject to the normal process required for approval of such applications.

General rights and privileges:

4.3   Emeriti have no formal right to office or laboratory space. Should their activities require such facilities, the consent of the departmental head, dean or person responsible for the management of the relevant physical space is required.

4.4   Access to parking will be granted according to availability and upon payment of any applicable fees.

4.5   Emeritus staff may be issued a staff card as external worker to gain access to buildings and other facilities in accordance with the activities in which they are engaged. Their cards, just as those of other staff members, will require annual reactivation.

4.6   Emeritus staff may access information and communications technology (ICT) and University systems in accordance with the needs of their specific and contracted engagement with the University, as well as to library services, upon payment of the applicable fees as may be determined by the University from time to time.

4.7   Emeritus staff may retain, if they so request, their SU e-mail addresses, provided that they be responsible for the accompanying costs of maintaining such facility.

4.8   Considering the perspectives of the emeritus professor or emeritus associate professor concerned, the status can be removed (or not be conferred) if the University so decides after full motivation from the faculty management concerned to the applicable AAPC with recommendation for approval by the ACS and notification to the Senate. This removal (or refusal to confer) could be on the grounds of, inter alia, the individual bringing the institution's name into disrepute, underperforming, posing a reputational risk or having been found guilty of criminal activity.

5.   Supporting documents

Item no.	Name of document	Status *(e.g. identified, in process or approved)*

6.   Related documents

Item no.	Name of document	Status *(e.g. identified, in process or approved)*

Addendum

Guidelines to AAPCs for approval of emeritus status:

The process for approval of emeritus status requires an initial recommendation from the faculty from which the individual retires. The Human Resources Division (HR) identifies senior academics that will retire in any given year, and present their names and applicable emeritus titles (e.g. emeritus professor of applied mathematics or emeritus associate professor of surgery) via the facultorial academic appointments and promotions committees (AAPCs) to the Appointments Committee of Senate (ACS), at any of the ACS meeting of the year concerned. **The AAPCs are required to consider the applications and recommend conferment of emeritus status to the (ACS) based on the following criteria:**

1. The academic concerned is in **good standing** at the time of retirement, and no pending or final disciplinary matters are or have been brought to bear on the individual within the past year.
2. The academic concerned has **not underperformed** during the previous three years (i.e. achieved a performance mark of at least 3 for all of the previous three years).
3. Conferring the title of emeritus (and thereby associating the academic concerned to the faculty and University for the rest of their life) would not hold any immediate known **reputational risk** for the faculty or the rest of Stellenbosch University.

In the absence of any of the above grounds the AAPC recommends the conferment of emeritus status to the individual to the (ACS) for approval.