

# Emeritus Title Policy

27 February 2024

Version 1.0

<b>Document Details</b>	
Document Title:	Policy on the Award of the “Emeritus” Title
Version:	1.0
Approved By:	Governing Body
Date Approved:	27 February 2024
Effective Date:	27 February 2024
Review Date:	27 February 2027
Policy Owner:	Head of School of Science and Computing

<b>Revision History</b>			
Previous Version No.	Summary of Amendments	Approval date	Version No.
N/A	First draft approved by Executive Management Team and Research Committee approved 30 November 2022 and 17 January 2023		0.1
0.1	Reviewed by the Policy Review Group: Recommended to extend for 3 years and submit to the Governing Body for approval	20 Feb 2024	1.0
1.0	Approved by Governing Body	27 Feb 2024	1.0

<b>Consultation Details</b>	
Name:	Union Consultation
Date:	19 <sup>th</sup> May - 7 <sup>th</sup> June 2022, and July - September 2022, March- November 2023
Details of Consultation:	Two rounds of sequential consultation via email open to all unions.
Name:	Retired Staff Comment
Date:	23 <sup>rd</sup> May 2022

Details of Consultation:	Email consultation with retired Staff on current draft and a position paper from the group was received on 13th December 2021 in relation to the previously approved Emeritus Policy.
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<b>Publication Details</b>	
Where	Date
SETU website	Version 1.0 (27 February 2024)
All Staff Email	

<b>Feedback</b> or issues arising on implementation of this policy should be communicated to the policy author.	
Policy Author	Head of School of Science and Computing

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## 1. Introduction

The award of the title Emeritus enables South East Technological University (SETU) to acknowledge the outstanding contribution that staff members who have retired have made to SETU and to scholarship in general. The title will normally be awarded at the grade/ title that the staff member had attained at the time of retirement from SETU\*<sup>1</sup>.

## 2. Purpose

The purpose of this policy is to establish the criteria and procedures for awarding the title “Emeritus” to staff of SETU who are retired but remain academically active.

## 3. Scope

3.1 This policy defines the scope of those eligible for the award of the title Emeritus as the following:

- (i) The applicant must be a retired member of staff;
- (ii) The retired member must continue to engage in activity (scholarly, teaching, research or community activity) that enhances the reputation of their discipline and SETU. Retention of the award is subject to reporting requirements as outlined in 5.7.

3.2 The duration of the award of the title “Emeritus” will normally be for life unless withdrawn as per Section 5.7 or 6.

3.3 Retired staff previously awarded the title “Emeritus” at either legacy Institute shall retain the use of this title subject to the conditions outlined in Section 5.

3.4 This policy shall be made available internally and published via the University web-site. A list of Emeritus title holders will be published on the University web site.

## 4. Principles

The general principles which should be followed when considering proposals for the award of the title Emeritus are as follows:

- (i) SETU will issue a notice inviting all eligible staff to consider applying for the title, normally on retirement;
- (ii) By way of application, candidates will submit a brief one-page résumé to their sponsoring Head of School or Faculty or functional area; or a proposal may be initiated by the relevant Head of Department /Head of School or Head of Faculty or appropriate line manager. The proposal will consist of a brief résumé of the staff members’ achievements and a statement on the benefits that may accrue to the School/Faculty or SETU if the title is approved;
- (iii) The HR Office will verify the eligibility of the candidate in terms of their former employment status and/or grade/title;
- (iv) The Executive Management Team will review applications and the President will recommend to the Governing Body candidates for the award of the title of Emeritus. This recommendation will also include details of any conditions as relates to the provision of support or resources attaching to the award of the title;

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*Footnote: \* This policy applies to staff of SETU and staff retired from the former Waterford Institute of Technology and Carlow Institute of Technology.*

- (v) The Governing Body will ultimately make the decision as to the awarding of the Emeritus title to the applicants;
- (vi) The President's office shall advise successful candidates, sponsor, and HR of the outcomes;
- (vii) For unsuccessful applicants the President's office will communicate the outcome and reasoning to the applicant.

## 5 Responsibility and Authority

5.1 Retired staff who are awarded the title of "Emeritus" will have the following benefits:

- (i) Access to SETU libraries will be provided on the same basis as for other staff;
- (ii) The use of the Emeritus title in correspondence and publications.

5.2 Retired staff who are awarded the title of "Emeritus" may have access to the following, subject to available resources:

- (i) Access to laboratories in order to conduct research is subject to the approval of the Head of Department/School or Faculty or appropriate line manager and also available resources;
- (ii) Access to a "hot desk" facility subject to available resources.

5.3 Retired staff who are awarded the title of "Emeritus" are not:

- (i) Employees of SETU;
- (ii) Eligible to be members of the Academic Council;
- (iii) Entitled to have any role in the academic governance of SETU or any of its academic units, but may apply for an external position on the Governing Body independent of their Emeritus role;
- (iv) Eligible to act as the primary supervisor to a Postgraduate Student however they can participate in Postgraduate Student supervision as a co-supervisor or advisor so long as they are not displacing hours available to SETU employees.

5.4 Retired staff who are awarded the title may be asked by SETU to perform activities for SETU, subject to agreement. Where this occurs, this will be in line with SETU policies and the emeritus awardee will be requested to adhere to such policies. Activities may include guest lectureships, researcher advisor, supporting SETU promotional activities and supporting staff training, e.g. training of researchers in particular methodologies in which the Emeritus title holder are recognised experts.

Such duties will be offered to academic staff employed by SETU prior to being offered to Emeritus title holders. Such opportunities will be notified to all staff in SETU through the HR office.

Where such work occurs the duration of work will be capped based on review and agreement of the Emeritus title holder and the Executive Management Team.

5.5 There is no remuneration associated with the title.

5.6 The Emeritus title holder will liaise with the Head of School/Faculty or appropriate line manager which sponsored the original application.

5.7 In order to retain the awarded title, Emeritus title holders will submit a brief summary of their contribution to SETU in line with 3.1(ii) every 5 years. This summary will be sent to their original sponsor for review by the Executive Management Team.

5.8 Sponsoring Head(s) of School/Faculty will submit a brief one-page written overview every five years to the Executive Management Team on the activities of Emeritus title holders in their unit. This

report will be utilised as the basis of a recommendation to Governing Body to either award the title for another 5 years or to revoke the title.

## 6 Other

In exceptional circumstances on the recommendation of the President, the Governing Body may revoke the title. This outcome and the reasoning will be communicated to the title holder by the Governing Body.

## 7 Equality, Diversity and Inclusion

SETU shall have regard to the objective that at least 40 per cent of members of the community of emeritus title holders shall be women and at least 40 per cent shall be men.

## 8 Compliance

It is expected that all emeritus awardees of the University will comply with this policy. The details of all awardees will be made available by way of an online directory to be updated on an annual basis.

## 9 Policy Author

The authors of this policy are Professor Peter McLoughlin Head of School of Science and Computing and the HR Department. Any feedback or issues arising on implementation of this policy should be communicated to the policy authors.

## 10 Review of Policy

This policy will be reviewed in advance of the review date i.e. day month year, and/or as soon as possible following new or updated legislation, national or sectoral policy.