Before completing the form, please read the guidance notes beginning on page 2.

| Section 1: I recommend that an Emeritus/Emerita title be conferred on the following individual: | | |
| --- | --- | --- |
| Name: |  | |
| Title: |  | |
| School/Institute: |  | |
| Date of Proposed Appointment: |  | |
| Proposed Title of Appointment: |  | |
| **Case for appointment:** | | |
|  | | |
| Name: |  | |
| Signed | | Dated |

Please send the completed application form along with a CV to the HR Department. HR will log the application and forward it for approval to the relevant Vice Principal (section 2) and then the President and Principal (section 3).

| Section 2: Vice Principal/ | |
| --- | --- |
| I **support** the application [delete as appropriate]  I **do not support** the application [delete as appropriate] | |
| Please give reasons if you do not support the application: | |
| Signed | Dated |

Please send the completed application form to the President and Principal for their approval.

| Section 3: President and Principal | |
| --- | --- |
| I **support** the application [delete as appropriate]  I **do not support** the application [delete as appropriate] | |
| Signed | Dated |

**Guidance Notes**

**Title of Emeritus/Emerita Professor or Reader**

The title of Emeritus/Emerita (subsequently referred to as Emeritus) Professor or Reader may be conferred upon retiring professors and readers who have made a particularly distinguished contribution to the life of the University.

**Role of an Emeritus Professor or Reader**

Emeritus Professors and Readers are academics of considerable standing who are held in high regard by peers in their academic field, both internally and externally and by the University community more widely.

Emeritus Professors and Readers are not members of staff of the University. However, they are an important part of the University community and should be given every opportunity to contribute to it. As a minimum, Schools and Institutes with which they are associated should endeavour to ensure that they are included in general communications and are invited to relevant events and meetings, such as inaugural lectures and seminars. More substantial interactions may be possible and appropriate.

Emeritus Professors and Readers do not hold any obligations in respect of the University. They are very much encouraged to maintain links with their former colleagues in a variety of ways but are not obliged to do so.

**Eligibility**

The title of Emeritus Professor or Reader may be conferred upon retiring professors or readers respectively, in accordance with Regulation 3 of the University of London.

A professor or reader is eligible at the conclusion of their academic career and the conferment of the title would not be affected should the individual take on another role at the University that was non-academic in nature. However, a professor or reader who takes up settled employment at another higher education institution following retirement from the University is not eligible for the conferment of the title of Emeritus Professor. In those instances, other opportunities should be explored for a continuing relationship with the individual concerned.

The Emeritus title may also be conferred upon the Principal and President on reaching the end of their office, if they are at that time a professor or reader of the University.

Professors or readers taking early retirement are eligible to be considered for the relevant Emeritus title subject to the above.

**Entitlements of an** **Emeritus Professor or Reader**

Emeritus Professors and Readers will be granted access to the following:

1. Full use of the Emeritus title. Care should be exercised, however, in use of the title of when making public statements unless they have explicitly been authorised to speak on behalf of the University in that instance;
2. Continuation of their Queen Mary email address;
3. Access to the Queen Mary Library;
4. A Microsoft A5 License, providing access to email, SharePoint, and One drive;
5. Access to the Queen Mary CPD training platform in order that they can complete the mandatory Queen Mary Cyber Security training (please see **Obligations of** **an Emeritus Professor or Reader** below).

Please note that access to other systems (e.g. QMPlus, MySIS etc) is not provided as standard. If an Emeritus Professor/ Reader requires access to any system not identified above, the Head of School/Institute or School Manager (by delegation) should raise a ticket including confirmation of the rationale for the request and duration of time access to the system is required.

If an Emeritus Professor/Reader has not accessed their email account (and/or other systems to which they may have access) for a period of one year or more, their access will be revoked. If they later wish to resume use of a Queen Mary email account and/or access to systems to which they have been given access, the Head of Department/Institute/School should make a request to the IT helpdesk.

Hardware if required, can be requested via ITS, however funding will need to be covered by the School/Institute. Any hardware remains the property of Queen Mary and the provision of hardware must be in active support of the emeritus title.

**Obligations of** **an Emeritus Professor or Reader**

Emeritus Professors and Readers will be subject to any relevant Queen Mary policies and procedures to the extent that these apply to their engagement with the University, in particular but not limited to:

* Commitment to Queen Mary's values and the University’s ambition to be the most inclusive of our kind;
* Responsibility for their own health and safety and that of colleagues, in accordance with the Health and Safety at Work Act (1974) and other relevant legislation;
* To work in accordance with legislation and Queen Mary’s policies relating to data protection, records retention and information security;
  + Adherence to IT Services Policies. Emeritus Professors/Readers will continue to have access to their Queen Mary email address and may have access to certain University systems.  The Faculty should review access on an annual basis to ensure that it is proportionate and appropriate.  In engaging with our systems, Emeritus Professors/Readers must comply with all confidentiality and information security related policies and procedures at a University and School/Institute/Departmental level. The University level polices can be found at the following link and updated from time to time: <https://www.qmul.ac.uk/its/about/governance--committees/governance/policies/>.
  + Emeritus Professors/Readers with access to an email account and/or other University IT systems are also obliged to complete the Queen Mary Cyber Security and GDPR Online Training on an annual basis and will be given access to the University’s CPD Training system in order to complete this.
* Depending on the activities the Emeritus Professor undertakes there may be other development that is relevant. For guidance on what mandatory training might be relevant see here

**Withdrawal of title**

Emeritus Professor status will normally be awarded in perpetuity but may be withdrawn at any time where the University believes there is good reason to do so. Such reasons may include but are not limited to:

* bringing the University into disrepute;
* a breach of the University’s policies, procedures and standards that might normally lead to disciplinary action.