



Guide:

**The Award of the Title and Status of
Emeritus Professor**

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1. INTRODUCTION

The title and status of Emeritus Professor may be awarded as an honour to retired professors of Victoria University of Wellington, or in some cases, to professors who have resigned. They will have had full professorial status before they retired or resigned. The approval of such an award is subject to criteria approved by the University Council and the process set out below.

2. BENEFITS AND OBLIGATIONS OF THE DISTINCTION

The position of Emeritus Professor confers mutual benefits and obligations. The University continues to support the Emeritus Professor in ways which will advance their scholarship and research in the relevant discipline. This includes access to facilities within resource constraints. Emeritus Professors continue to take an interest in their academic discipline and the intellectual life of the University. They also use their position of distinction to promote and support the interests of the University.

3. CRITERIA FOR THE AWARD OF THE TITLE AND STATUS OF EMERITUS PROFESSOR

Approved by Council, March 1998 (Resolution 980306)

- a. Emeritus Professors are appointed by the Vice-Chancellor. All Professors who retire or who resign to take up senior positions elsewhere may be considered for award of the title Emeritus Professor.
- b. In considering particular cases the Vice-Chancellor takes into account the length of service of the Professor in the Chair. Occupancy of a chair in the University for a minimum period of ten years is the normal requirement but a shorter period may be acceptable where appropriate circumstances are involved.
- c. The title is conferred on those who are deemed to have made a distinguished contribution to teaching and research in their chosen academic field and in service to the University in general. The Professor's whole career in the Chair is taken into account when consideration is being given to the question of meritorious service.

4. PROCESS

- a. The School is responsible for bringing forward a documented proposal (see clause 5 below), in terms of the criteria approved by Council, to the Vice-Chancellor through the Pro-Vice-Chancellor.
- b. If the Vice-Chancellor agrees with the proposal, the recommendation is placed in Part C of the Academic Board agenda.
- c. At the Board meeting the Vice-Chancellor speaks to the recommendation and seeks the Board's concurrence.
(The document is not provided to Board members, but the Secretary to the Board requires a copy for record purposes).
- d. Immediately after the Board meeting, the Vice-Chancellor writes to the Professor advising her or him of the award and setting out the benefits and obligations of the distinction (standard letter).
- e. When the Professor has responded to the Vice-Chancellor accepting the award, the Vice-Chancellor reports the matter to Council in Part B of his Report, and advises the Director, Communications and Marketing so that the appointment can be announced (VicNews).

5. PROPOSAL FROM THE SCHOOL AND/OR THE PRO VICE-CHANCELLOR

- a. The proposal should take the form of a memorandum addressed to the Vice-Chancellor from the Head of School.
- b. The Head of School submits the proposal to the Pro Vice-Chancellor. The Pro Vice-Chancellor endorses the proposal in the form of a covering memorandum and forwards both the proposal and the endorsement to the Vice-Chancellor.
- c. Alternatively, a single memorandum can be submitted to the Vice-Chancellor by the Pro Vice-Chancellor on behalf of a School.

6. PUBLICATION OF RECIPIENTS OF THE DISTINCTION

A full list of the professors who have received the title and status of Emeritus Professor will be published in the Victoria University of Wellington *Calendar*.

