



Maynooth University
Human Resources Office

Maynooth University Policy and Procedure for awarding the title of Emeritus to retired staff of the University

Table of Contents

1. Policy Statement.....	3
2. Criteria for the award of the title Emeritus	3
3. Procedures for Awarding the title Emeritus	3
4. Terms and Conditions of Award	4
5. Withdrawal of Award	4
6. Review	4

Maynooth University Policy and Procedure for awarding the title of Emeritus to retired staff of the University

1. Policy Statement

This document sets out the criteria and procedures for awarding the title Emeritus to retired staff of the University.

The title 'Emeritus' may be awarded to staff who have retired from the University at the grades of Professor, Associate Professor and Assistant Professor. The title will be 'Professor Emeritus', 'Associate Professor Emeritus', or 'Assistant Professor Emeritus' as appropriate.

The title will be awarded at the grade that the staff member had attained at the time of retirement from the University.

The duration of the award of the title 'Emeritus' will be for life.

2. Criteria for the award of the title Emeritus

The requirements for the award of the title Emeritus are:

- (a) The retired staff member will have achieved a high level of distinction and peer validation for the retired staff member's academic contributions.
- (b) There is a reasonable expectation that the retired member will continue to engage in scholarly activity that will enhance the reputation of the retired staff member's discipline and the University.

3. Procedures for Awarding the title Emeritus

The following procedure will be used for considering proposals for the award of the title 'Emeritus':

- (a) A proposal may be initiated by the relevant Head of Department/School (referred to as "Head" hereafter) or Director of Research Institute (referred to as "Director" hereafter) or Faculty Dean after the staff member has retired. The proposal will consist of a brief resume of the retired staff members' achievements and a statement on the benefits that may accrue to the department/school/research institute and the university if the award is approved. The proposal should be forwarded to the President, copied to the Faculty Dean and the Administrative Secretary of Academic Council.
- (b) The President following advice from the Faculty Dean and, if necessary, having consulted more widely, will prepare a recommendation for decision by the Academic Council.
- (c) If the Academic Council decides that the award of the title Emeritus is merited the Administrative Secretary of Academic Council will prepare a letter from the President to inform in writing the retired staff member to whom the title will be awarded, and clarifying the terms and conditions attached to the award.
- (d) If the Academic Council does not approve the award of the title Emeritus, the Administrative Secretary of the Academic Council will prepare a letter from the President communicating the decision of the Academic Council to the staff member.
- (e) The Administrative Secretary of the Academic Council will inform the Faculty Dean, the Head/Director and the Human Resources Office of the outcome of all proposals.

4. Terms and Conditions of Award

Individuals who are awarded the title of 'Emeritus' will have the following benefits:

- As far as possible, access to the University's library, IT resources, email, and sports facilities will be provided on the same basis as for all staff;
- The title of 'Emeritus' Professor or Associate Professor or Assistant Professor as appropriate may be used without abbreviation by the recipient in correspondence and publications, and on business cards.

Individuals who are awarded the title of 'Emeritus' are not:

- employees of the university;
- entitled to office or laboratory space;
- eligible to be members of the Academic Council;
- entitled to have any role in the academic governance of the University or any of its academic units.

Travel and/or subsistence expenses related to work undertaken on behalf of the department or the University (with the authorisation of the Head/Director or Faculty Dean) may be reimbursed following approval by the Head/Director in accordance with the Schemes operated from time to time by the University.

5. Withdrawal of Award

In exceptional circumstances on the recommendation of the President the Academic Council may revoke, by a simple majority, a previous decision to grant an academic title covered by this policy.

6. Review

This procedure may be reviewed by Academic Council from time to time as it sees fit.

Approved by Academic Council 2 November 2020.