



**Maynooth University  
Human Resources  
Office**

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# **Policy for Award of Academic Titles-Emeritus**

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Date: 8<sup>th</sup> April 2013

# Maynooth University Policy for Award of Academic Titles-Emeritus

## Introduction

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, Senior Lecturer and Lecturer. The title will be 'Professor Emeritus', 'Senior Lecturer Emeritus', or 'Lecturer 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.

## 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 his / her 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 his / her discipline and the university.

## 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 / Director of Research Institute or Faculty Dean. The proposal will consist of a brief resume of the staff members' achievements and a statement on the benefits that may accrue to the department / 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 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 Dean, the Head of Department / Research Institute, and the Human Resources Office of the outcome of all proposals.

## **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 / Senior Lecturer or Lecturer 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 or Faculty Dean) may be reimbursed following approval by the Head of Department / School in accordance with the Schemes operated from time to time by the university.

## **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.

## **Review**

This document will be reviewed no later than **three years** after its coming into effect.

J. A. Walsh  
Vice President for Strategy and Quality  
Chair Academic Titles Working Group  
Approved by Academic Council 08/04/2013