

**Human Resources**

**GUIDANCE ON EMERITUS AND VISITING ACADEMIC TITLES**

**Emeritus Professors and Emeritus Readers**

The title of Emeritus Professor or Emeritus Reader is awarded to recognise a former academic Professor’s or Reader’s sustained and distinguished academic service, including dedicated service to a particular field or fields of study and to the University. The title will normally only be awarded to Professors or Readers who are leaving the employment of the University for reasons of permanent retirement. These titles are honorary and unpaid.

The title may be awarded at any time after the Professor or Reader has left the University (nominations may be submitted during the academic year of the planned retirement).

The relevant Dean should send a recommendation for the conferment of the title to the Director of Human Resources, for consideration by the University Promotions Board as part of the annual Academic Promotions round. The recommendation should include the former Professor or Reader’s curriculum vitae, together with written expressions of support from two or more Professors of the University. In exceptional circumstances, the title may be approved at other times of the year by the Vice Chancellor (as Chair of the Promotions Board).

The titles of Emeritus Professor and Emeritus Reader may be conferred for a specified period of time or in perpetuity. However, the University retains the right to remove the title if, for example, a conflict of interest arises or it is considered that damage may be caused to the reputation of the University by continued association with the person.

It is intended that Emeritus Professors and Emeritus Readers should continue to be of service to the University by participating, on a voluntary basis, in activities of the University. For purposes of courtesy and on ceremonial occasions, an Emeritus Professor is regarded as a Professor of the University, and an Emeritus Reader as a Reader of the University. Emeritus Professors and Emeritus Readers are not eligible for membership of Academic Board or ex-officio membership of any School Committees.

The award of Emeritus titles will be reported at the next meeting of the Academic Board.

**Visiting Professors and Visiting Fellows**

Visiting Professors must have significant standing in their field of work and will normally come from a higher education or research institution and already hold a comparable status. The criteria for the conferment of the title of Professor are included in the University’s Academic Promotions Policy and Procedure and the same criteria broadly apply to the award of Visiting Professor.

Visiting Fellows should demonstrate outstanding contribution in their particular academic or professional field and/or have substantial and successful experience at a high level of management responsibility in industry, commerce or the public sector.

All nominations to appoint a Visiting Professor or Visiting Fellow should be made by the appropriate Dean to the Director of Human Resources, by completion of the Visiting Professor/Visiting Fellow proposal form (Appendix 1). Visiting Professor and Visiting Fellow appointments will be considered by the Academic Promotions Board on an annual basis (as part of the annual Academic Promotions round). Appointments at other times of year will only be considered in exceptional circumstances through approval by the Vice Chancellor (as Chair of the Promotions Board).

Although no remuneration is paid for these appointments, reasonable expenses in connection with University business may be paid in agreement with the appropriate Dean.

The title is normally conferred for a maximum of three years in the first instance and may be extended after this time. However, the University retains the right to remove the title if, for example, a conflict of interest arises or it is considered that damage may be caused to the reputation of the University by continued association with the person.

On appointment, the specific role of each Visiting Professor and Visiting Fellow will be determined in agreement with the relevant Dean.

The award of Visiting titles will be reported at the next meeting of the Academic Board.

**Appendix 1**

**LEEDS BECKETT UNIVERSITY**

**Proposal for Conferment of Visiting Professor and Visiting Fellow Titles**

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| --- | --- |
| **Personal Details** | |
| **Name of Person for whom the title is requested:**  **Surname: Given names: Title:** | |
| **Home address:**  **Telephone number: Email address:** | |
| **Does the individual already have permission to enter and remain in the UK and engage in the activity being proposed?** Further information is available on the HR webpages at <http://www.leedsbeckett.ac.uk/staffsite/services/human-resources/recruitment-and-selection/eligibility-to-work-in-the-uk/> and from Human Resources. | |
| **If yes, please provide details (e.g. UK citizen). If no, please liaise with your HR Business Partner in the first instance for advice before proceeding with the conferment.** | |
| **Position Details** | |
| **Title requested:**  **Period of conferment: Starting date:**  *(maximum period is 3 years in the first instance)* | |
| **Detailed objectives of the proposed appointment** | |
| **Financial Aspects** | |
| **Annual financial requirement, (no remuneration to be paid). Please detail any potential expenses/costs:** | |
| **University’s contribution and source:**  **Sponsor’s contribution, name and address (if any):** | |
| **Name and School/Service of Project Manager:** |  |
| **Signature of Dean of School/Director of Service:**  **Signature:**  **Print name:**  **Date:** | |

***Please send completed form, together with a full CV, to the Executive Director of Human Resources, Heather Paver, H.Paver@leedsbeckett.ac.uk***