Emeritus/a Professorships

UPR HR33 version 1.0

This is a new policy

This document is version 1.0 of UPR HR33, with effect from 25 November 2026.

The UPR has been created to ensure a consistent approach in the appointment of Emeritus/a Professors.

Glossary

A glossary of approved University terminology can be found in **UPR GV08**.

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1. Introduction

1.1. This policy and procedure ensure a transparent and consistent process for the appointment of Emeritus/a Professors at the University of Hertfordshire.

1.2. The appointment of Emeritus/a Professors is limited to individuals who have contributed to the work and life of the University, and who wish to remain engaged in their retirement.

1.3. The intention of this policy is to sustain the connection with retired professors through an engaged emeritus/a community at the University of Hertfordshire.

2. Emeritus Professor Title

2.1. The title of Emeritus/a Professor may be conferred on former members of academic staff who have held a professorship upon their retirement and who intend to remain engaged with the University after their retirement.

2.2. The title of the Emeritus/a Professor should be the same as the previous professorial title of the post holder (e.g. Emeritus/a Professor in Genomics, Emeritus/a Professor in Applied Enterprise, Emeritus/a Professor in Digital Pedagogy).

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2.3. Holding an Emeritus/a Professor title does not confer employment status. Emeritus/a Professors do not have a contract of employment, worker agreement or consultancy contract with the University and therefore do not receive a salary or other payment for services from the University.

Anyone holding an Emeritus/a Professorship cannot serve as a paid Visiting Lecturer unless in exceptional circumstances with the written approval of the Deputy Vice-Chancellor.

3. Application & Renewal Process

3.1. Any retired or retiring Professor at the University of Hertfordshire may submit a letter requesting conferment of an Emeritus/a Professorship.

3.2. The letter should explain the nature of any intended engagement along with a CV, and be submitted to emeritus@herts.ac.uk.

3.3. The initial conferment of an Emeritus/a Professorship will be for a period of three (3) years, after which time the designation will lapse unless an extension is requested by the Emeritus/a Professor.

3.4. To renew the term, the Emeritus/a Professor should submit a letter requesting the renewal of their Emeritus/a Professorship detailing the continued nature of their intended engagement, along with an updated CV, to emeritus@herts.ac.uk.

4. Review & Outcome

4.1. The appointment and renewal of Emeritus/a Professorships is led by the Deputy Vice-Chancellor on behalf of the Vice-Chancellor. The University is committed to ensuring fairness, inclusivity and equal opportunities in the appointment of Emeritus/a Professors.

4.2. Emeritus/a Professor applications, including the proposed engagement and nature of any voluntary contribution to activities and/or publication will be reviewed by the Deputy Vice-Chancellor and the relevant Dean of School.

4.3. If conferred, the Deputy Vice-Chancellor will confirm the decision in writing to the Emeritus/a Professor. If the application or renewal is not granted, the decision will be communicated by the Deputy Vice-Chancellor.

4.4. Decisions will be final, with no right of appeal.

5. Terms of Appointment

5.1. Emeritus/a Professors are expected to retain a connection and remain engaged with the University, and normally, therefore, with their former School.

5.2. Any engagement with or contribution to activities and/or publications is voluntary and should be agreed between the Dean of School and the Emeritus/a Professor.

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5.3. Emeritus/a Professors are expected to conduct themselves in a manner consistent with the University's values of friendliness, ambition, collaboration, enterprise, and student success.

5.4. Emeritus/a Professors must remain familiar with and continue to adhere to University Policies and Regulations, and are expected to conduct themselves in a professional manner.

5.5. Emeritus/a Professors must maintain the confidentiality of information obtained during their appointment with the University

5.6. Emeritus/a Professors will be granted Membership of the University and may use university facilities and services (such as IT, library, or workspace) as designated by the relevant School

6. Removal of an Emeritus/a Professorship

6.1. Emeritus/a Professors may relinquish their title at any time.

6.2. Emeritus/a Professor titles are conferred on the authority of the Vice-Chancellor, acting in their capacity as Chair of the Academic Board.

6.3. Emeritus/a Professor titles may be removed on the authority of the Vice-Chancellor, acting in their capacity as Chair of the Academic Board.

Dr Matthew Andrews
Secretary and Registrar
Signed: **25 November 2026**

Alternative format
If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk .

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