

Emeritus Professorships

UPR HR33 version 1.0

Policies superseded by this document

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

Summary of significant changes to the previous version

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

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

Table of contents

1	Introduction	1
2	Emeritus Professor Title	1
3	Nomination & Appointment Process	2
4	Review & Outcome.....	2
5	Terms of Appointment	2
6	Removal of an Emeritus Professorship.....	3

1 Introduction

- 1.1 This policy and procedure ensure a transparent, consistent, and strategically aligned process for the appointment of Emeritus Professors at the University of Hertfordshire.
- 1.2 The appointment of Emeritus Professors should be limited to individuals who contribute to the work and life of the University, furthering our mission and objectives, beyond their retirement.

2 Emeritus Professor Title

- 2.1 The title of Emeritus Professor may be conferred on former members of academic staff who have held a professorship upon their retirement who intend to contribute to the work and life of the University after their retirement.
- 2.2 The title of the Emeritus Professor should be the same as the previous professorial title of the post holder (e.g. Emeritus Professor in Genomics, Emeritus Professor in Applied Enterprise, Emeritus Professor in Digital Pedagogy).

- 2.3 Holding an Emeritus Professor title does not confer employment status. Emeritus 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.
- 2.4 Anyone holding an Emeritus Professorship cannot serve as a paid Visiting Lecturer unless in exceptional circumstances with the written approval of the Deputy Vice-Chancellor.
- 2.5 The conferment will normally be for a period of three (3) years in the first instance after which time the designation will lapse automatically. The conferment may be renewed through this process if supported by the Dean of School. The conferment will lapse automatically upon termination of the holder's association with the University.

3 Nomination & Appointment Process

- 3.1 Deans of School should prepare a suitable case endorsing the nomination of an Emeritus Professorship, explaining the nature and extent of the candidate's existing commitment and intended engagement with the University beyond their retirement.
- 3.2 Nominations for Emeritus Professors should be submitted to emeritus@herts.ac.uk upon retirement.

4 Review & Outcome

- 4.1 The appointment of Emeritus Professors 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 Professors.
- 4.2 If conferred, the Deputy Vice-Chancellor will confirm the decision in writing to the Emeritus Professor. If the nomination is unsuccessful, the nominating Dean of School will be made aware and be responsible for contacting the candidate to communicate the decision.
- 4.3 Decisions will be definitive, with no right of appeal.

5 Terms of Appointment

- 5.1 Emeritus Professors staff are linked to a School and are expected to make an appropriate contribution aligned with the purpose of their appointment.
- 5.2 Specific expectations, activities, and anticipated outputs will be detailed in the appointment letter and agreed with the host School. Expectations will be reviewed annually.
- 5.3 Emeritus 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 Professors must familiarise themselves with and adhere to University Policies and Regulations, and are expected to conduct themselves in a professional manner throughout the duration of their appointment.
- 5.5 Emeritus Professors staff must maintain the confidentiality of information obtained during their appointment with the University.
- 5.6 Emeritus Professors staff may use university facilities (such as IT, library, or workspace) as designated by the relevant Dean of School.

6 Removal of an Emeritus Professorship

- 6.1 Emeritus Professors may relinquish their title at any time.
- 6.2 Emeritus Professor titles are conferred on the authority and at the absolute discretion of the University which reserves the right to withdraw a title at any time.
- 6.3 The title and position of an Emeritus Professor may be removed from a member of staff at the absolute discretion of the Vice-Chancellor, acting in their capacity as Chair of the Academic Board.

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

Alternative format

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