**Procedure for conferment of Emeritus Status on retiring members of staff**

The university may confer the title of Emeritus Professor on any professor of the university at or after retirement or resignation, in recognition of distinguished academic service to LJMU.  Emeritus status may only be conferred on existing members of staff who already hold the title of professor.

The individual must meet the eligibility criteria and is conferred following formal recommendation, to and approval by, the Conferment panel. It is a prestigious award and is not therefore conferred lightly, it is an honorary title awarded entirely at the discretion of the university. The title will become effective from the date following the nominated professor’s date of retirement.

By virtue of the title, Emeritus Professors cannot be employees of the University. Should an Emeritus Professor return to paid employment in an academic role, the Faculty may deem it appropriate to recognise the continued collaboration with a different title. If an Emeritus Professor returns to paid employment at the University their title would revert to ‘Professor’.

The Emeritus Professor may continue to support the University by engaging with a variety of activities. It is recommended that the type of activities an Emeritus Professor might offer support to are discussed between the Emeritus Professor and the Head of Department, ideally in advance of retirement, and reviewed over time as necessary.

Faculties should be aware that:

* There is no obligation on the Emeritus Professor to undertake or complete the agreed activity.
* There can be no financial reward or benefit in kind provided for work undertaken in a voluntary capacity. Any activities undertaken should therefore be appropriate for someone who is supporting the university in an unpaid capacity.
* If the nature of the relationship changes, this may require a different solution in terms of employment status.
* Where there is any ambiguity or uncertainty about the nature of the relationship, the Faculty PVC may wish to consult their HR Business Partner.

The Faculty PVC or University Pro Vice Chancellor can ‘propose’ the Professor. The following documentation should be provided to the Secretary of the Conferment Panel.

* A covering letter detailing how they would continue their collaboration with the university after their retirement.  This should include direct collaboration with existing staff and tangential activities which raise the profile and reputation of, and opportunities for, LJMU.
* A full CV.
* A supporting statement by the School Director/Head of Department.
* Endorsement by the Faculty PVC.

The documentation is then formally considered by the Conferment Panel and a decision taken on the appropriateness of the conferment of Emeritus status. Please note, there is no direct application route for individuals.

If Emeritus status is granted, the Secretary of the Conferment Panel will write to the Emeritus Professor to confirm the conferment. This can be reviewed as and when the University deems that this is necessary. The University may in exceptional circumstances suspend or remove the title should it be appropriate to do so, for example, should a conflict of interest arise, should the Emeritus Professor return to paid employment or should the actions of the individual be in contravention of the University's values.

In accepting conferment of the title, the Emeritus Professor will agree to observe the university’s policies in relation to confidential information and data protection, protect the reputation of the university and conduct themselves in a manner consistent with the university’s published policies and procedures.