DCU EMERITUS STAFF POLICY

Introduction

Most universities internationally allow some or all of their retired academic staff who at the date of retirement hold a particular rank to retain that title subsequently. The advantage of such a facility is that:

- It allows the university to recognise and honour sustained achievement in particular exceptional achievement;
- It maintains a reasonably formal link between the retired member of staff and the university;
- and
- it encourages the holder, within reason, to continue to undertake some academic tasks (usually research).

Criteria for award of title of Emeritus Professorship

To be awarded the title of Emeritus Professorship; the person to whom it is to be awarded must satisfy the following criteria:

a) S/he must have been employed by DCU prior to retirement.

b) S/he must on the date of retirement be of the rank of professor or associate professor, and must have held that rank for at least five years before that date.

c) S/he must be recognised and respected as a national and international expert in his or her field.

d) S/he must have made and sustained an exceptional contribution to DCU and its academic and other activities.

e) No office of a similar character is held by the nominee at another institution

Process for determining the Emeritus Professorship award

The process will usually be initiated by the Dean of the Faculty in which the person worked prior to retirement; in exceptional circumstances the President may initiate it, at the request of a member of staff other than the Dean, and after consultation with the Dean. It must normally be initiated during a period beginning one month before the date of retirement and ending six months after that date.

The process will be as follows:

- The Dean will address a short written proposal to the President, explaining how the candidate satisfies the criteria above.
- The President will discuss the proposal with the Dean.
- If the President and the Dean are in agreement, the Dean (or such other senior university officer as the President may suggest) will informally sound out the candidate to ascertain whether s/he would wish to accept the status of Professor (Emeritus), were it to be offered.
- The Dean will consult other senior staff in the Faculty as s/he deems appropriate.
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- At the President’s discretion, a written assessment of the merits of the candidate may be sought from a senior academic outside of the university.
- On the basis of the information received, and having consulted the university’s Executive, the President will make a written recommendation to the Governing Authority. The Governing Authority will take a decision on the recommendation.
- The candidate will then receive a letter confirming the award of the title and highlighting that in accepting the award s/he re-commits to contributing to the good name of the university.

Criteria for award of title of Emeritus Senior Lecturer/Lecturer

To be awarded the title of Senior Lecturer/Lecturer; the person to whom it is to be awarded must satisfy the following criteria:

a) S/he must have been employed by DCU prior to retirement.

b) S/he must on the date of retirement be of the rank of Senior Lecturer/Lecturer, and must have held that rank for at least 3 years before that date.

c) S/he must have made a valuable contribution to DCU and its academic and other activities.

d) No office of a similar character is held by the nominee at another institution

Process for determining the Emeritus Senior Lecturer/Lecturer award

The process will usually be initiated by the Dean of the Faculty in which the person worked prior to retirement; in exceptional circumstances the President may initiate it, at the request of a member of staff other than the Dean, and after consultation with the Dean. It must normally be initiated during a period beginning one month before the date of retirement and ending six months after that date.

The process will be as follows:

- The Dean will consult other senior staff in the Faculty as s/he deems appropriate.
- The Dean will informally sound out the candidate to ascertain whether s/he would wish to accept the status of Emeritus Senior lecturer/Lecturer, were it to be offered.
- The Dean, having the support of the Faculty’s senior staff, will address a short written proposal to the university’s Executive, explaining how the candidate satisfies the criteria above.
- The Executive will take a decision on the recommendation.
- If the decision is to award the title, the candidate will at this point be informed by the Dean.
- The candidate will then receive a letter confirming the award of the title and highlighting that in accepting the award s/he re-commits to contributing to the good name of the university.

Please note that a retired member of staff awarded the title of Emeritus would not however thereby have employee status or any other contractual rights.

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