

Emeritus Professor Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to provide for the award of emeritus professor and to specify the eligibility criteria for the granting of the title Emeritus Professor.

2. Scope

This policy and procedure applies to all Institute staff.

3. Definitions

Terms	Definition
Sustained service	is normally defined as a minimum of 10 years' service with the majority of the service at professorial level, except where a special case is made.

4. Policy

4.1. The title Emeritus Professor may be conferred on retiring or resigning Professors to honour and acknowledge distinguished and sustained service to the Institute.

4.2. Eligibility criteria

The Board of Directors will consider the granting of the title Emeritus Professor to a Professor of the Institute who:

- has held a position with the title of Professor at the Institute;
- has given to distinguished and sustained service to the Institute;
- is retiring or resigning from the Institute; and
- is recommended for consideration by the Institute CEO.

5. Procedure

5.1. The Executive Dean and/or the Managing Director may present a case for the granting of the title Emeritus Professor for consideration. The case is to be forwarded to the CEO in the first instance. The CEO, after appropriate consultation and consideration, will provide written comment about the recommendation.

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Original issue:
Approved by the Policy Committee (PC):
Endorsed by the Board of Directors (BOD):
Current version:
Review date

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- 5.2. The CEO may refer the case to the Board of Directors via the Board Secretariat, recommending the conferring of the emeritus title in accordance with the eligibility criteria. The case justifying the conferring of the award is to include a statement addressing the eligibility criteria, a short CV, length of service and retirement or resignation date.
- 5.3. Upon receipt of the completed supporting documentation, the Board Secretary will submit the nomination to the Board of Directors, who if satisfied that the award of the title is warranted, may confer the emeritus honorary title.
- 5.4. On approval of the award by the Board of Directors, the Board Secretariat will prepare a letter to the successful person and a copy to Human Resources.
- 5.5. The award of the title, and the recipient's record of distinguished academic service to the Institute, will be acknowledged publicly at an appropriate ceremony.
- 5.6. A title awarded under this policy is indefinite unless it is rescinded on the recommendation of the Board of Directors. If the title of Emeritus Professor is withdrawn, the Emeritus Professor will be notified of the withdrawal in writing and relevant sections of the Institute will be informed by the Board Secretariat.
- 5.7. An appointee is eligible to access full academic staff privileges at MIT Libraries, use of a MIT email address and use of such facilities and resources as may be arranged with the relevant Head of School.

6. Responsibilities

The Board of Directors is responsible for this policy and procedure.

7. Implementation and Communication

The policy and procedure will be implemented and communicated throughout the Institute via:

- the Institute's website;
- Internal circulation to staff.

Supporting Documents:

Professor and Associate Professor Policy and Procedure
Staff Code of Conduct

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