

EMERITUS PROFESSORS' GUIDANCE AND PROCEDURE

Introduction

1. Emeritus status is an honorary category of appointment. Richmond confers the title upon retiring professors once they have ceased all paid employment with the University. This recognises their contribution to Richmond and the wider academic community. It allows them to continue using their professorial title. An emeritus professor does not have any employment rights with Richmond.

Guidance

2. If a professor continues working part-time for Richmond they will not be considered to have retired and therefore will not be eligible for emeritus status until they retire completely.

3. The University encourages the continued contribution of emeritus staff. Emeritus professors can be named as Principal Investigators or contributing named applicants on research grants. This will assist departments making research proposals and applying for awards. This work must be undertaken on an unpaid basis and is subject to conditions that apply to all faculty. Emeritus professors may volunteer to teach courses or contribute to other departmental roles.

4. Emeritus professors should follow all relevant Richmond policies, procedures and statutes. Emeritus professors carrying out work on behalf of Richmond must maintain confidentiality. They should protect intellectual property and follow 'Open Science' principles. Note that it is generally not appropriate that Emeritus professors operate as external examiners due to a lack of impudence.

5. Emeritus professors keep their existing email accounts. IT accounts are subject to annual checks to ensure they remain active.

6. Emeritus professors have full Library membership. Access will remain available whilst EP status is maintained.

7. Richmond Estates & Facilities team continues to handle the issuing of staff cards.

8. Richmond reserves the right to not confer emeritus status where there are reasonable grounds for doing so.

9. The Provost may withdraw privileges if there is serious misconduct. This includes taking away Security and Library access or deleting IT accounts.

Procedures

10. Professors give notice to their Head of Department (HoD) of their intention to retire. A date is usually agreed for the end of term. This may vary, depending upon the retiring professor's teaching and other professional commitments. More information about retiring from Richmond is available in the Richmond Retirement Policy.

11. The HoD will make HR aware of the colleague's last day of service and indicate that emeritus status has been approved by Academic Board. It should be noted that being a full professor is not a pre-requisite for being awarded the title of Emeritus Professor. A supporting statement from the HoD outlining the Professor's key achievements during their time at Richmond and an up-to-date CV from the retiring Professor must be attached to the request, as it will be used to draft the letter from the Provost.
12. HR drafts the template letter which includes the information provided by the Department and the Professor's CV, confirming the emeritus status of the retiring professor.
13. HR sends the completed letter to the Provost, who signs and sends it to the emeritus professor.
14. HR inform IT and Facilities for email account and pass updates.
15. HR Services saves the appointment letter to the personal file of the professor and creates an honorary emeritus record.
16. Emeritus status commences the day after a professor retires.

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Responsible Department: HR			
Approving body: Academic Board			
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