

POLICY ON AWARDING THE TITLE PROFESSOR EMERITUS

The title recognizes meritorious service to a University by a Professor retiring from the University. It is a title that is taken very seriously and one that recognizes the value an individual has earned due to their record of teaching, research and community service.

1.0 Purpose

The purpose of appointment of a person as Professor Emeritus is to retain an academician who has attained his or her mandatory retirement age under the existing Employment Policy of the University.

2.0 Functions

The functions of the Professor Emeritus should be:

- i) Mentoring
- ii) Continuous creation of knowledge in his/her area of specialisation
- iii) Promotion of research and publications in refereed journals

3.0 Criteria

The honorary title of Professor Emeritus/Emerita may be conferred on an individual upon meeting the following criteria:-

- (i) A person who holds the rank of full Professor at the time of retirement.
- (ii) A person who has rendered ten (10) years of continuous distinguished academic service to Makerere University. Distinguished academic service shall mean strong teaching record, possesses a reputation as a scholar in research and publication at the time of retirement:
- (iii) A person who has demonstrated capacity to contribute to Academic Life of the University through attracting funding.

4.0 Nomination Guidelines

Nominees are selected based on the following guidelines:

- i) Evidence of excellence in teaching, including graduate student supervision, and/or creative work.
- ii) Evidence of awards, evaluations by students, assessment of peers, testimonial from former students, a record of course and curriculum

development, innovations in teaching methods and a corpus of work relating to teaching and learning.

- iii) Evidence of excellence in research, scholarship and creative work may include awards and recognitions; reviewed and juried work, refereed publications, invited lectureships, success in grant and other competitions, and testimonials by peers.

4.1 Nomination Procedures

- (i) The academic staff of the relevant department must initiate nominations for Professor Emeritus/Emerita. The proposal will be submitted to the Board of Studies/Academic Board of the Faculty/Institute/School/College for initial considerations.
- (ii) The nominations should be accompanied by the following information:
 - (a) The name and current address of the candidate.
 - (b) Detailed curriculum vitae and other supporting/relevant documents.
 - (c) Pertinent references, articles/names.
 - (d) A brief statement outlining why the nominee should be considered for the title of Professor Emeritus/Emerita.
- (iii) Recommendations from the Boards of Studies/Academic Board should be submitted to the Senate Honorary Awards Committee for consideration.
- (iv) The Honorary Awards Committee shall evaluate the proposed nominations and recommend to the Senate for consideration.
- (v) Approval of any nominee at Senate is by consensus of members present.
- (vi) The Senate will then nominate the candidates to the University Council for approval.

5.0 Length of Term

The appointment of Professor Emeritus is for life, subject to University standing regulations on conduct and performance

6.0 Acceptance and Receipt of the Title "Professor Emeritus"

- (i) A letter of consideration shall be presented to the selected candidate by the University Secretary after University Council approval.

- (ii) The Vice Chancellor shall mention for recognition at graduation ceremonies names of persons who have been awarded the title of Professor Emeritus.

7.0 Privileges of the Status of Professor Emeritus

- (i) The University shall avail to Professor Emeritus (where necessary) facilities such as office space for research, if available.
- (ii) Attendance at Campus events open to University Staff.
- (iii) The use of the former Departmental Offices as a mailing address.
- (iv) Being listed in the Calendar and Prospectus of the University.
- (v) The use of the University Libraries as deemed appropriate by the office of the University Librarian to that status.
- (vi) Under circumstances acceptable to the Department, eligible to continue to use University equipment following retirement.
- (vii) Invitations to participate in public ceremonies and be treated at the same footing as a member of the Senate.
- (viii) Being eligible to apply for grants and contracts under the aegis of the University