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| **NOMINATION FORM** conferral of TITLE:EMERITUS\* PROFESSOR or EMERITUS\* PROFESSORial fellow(in accordance with Ordinance F4) \* - ‘Emeritus’ can also be taken to mean ‘Emerita’ or ‘Emeritum’ as required | | | | | | |
| **Title Requested:** |  | | | | | |
| **Full name and title of Nominee:**  *(please include any post-nominal letters)* |  | | | | | |
| **Nominee’s e‑mail address:** |  | | | | | |
| **Nominee’s postal address:** |  | | | | | |
| **School in which the Title is to be conferred:** |  | | | | | |
| **Period Employed at University:**  *(note: the end date normally is the date of retirement, and the Emeritus Title comes into effect at the close of that day)* | **From:**  (DD/MM/YY) |  | **To:**  (DD/MM/YY) | | |  |
| **Responsibilities and Offices held by Nominee during their career with the University:**  *(please give dates where available)* |  | | | | | |
| **Brief Summary of Contribution by the Nominee to the School and the wider University during their career:** |  | | | | | |
| **Statement in support of Conferral of Title:**  *(this statement, which is to be agreed by the Head of School, should include a description of any intended continuing involvement that the title holder may have with the School after retirement)* |  | | | | | |
| **Proposed by Head of School (signature)#**  *(NB this signature confirms that the School supports the nomination. A colleague signing on behalf of the Head of School must have authority to do so)* |  | | | **Date:** |  | |
| **Supported by a Dean (signature)#**  *(NB this signature confirms that the Dean is content that the nomination is in order and can be considered for approval)*  # - electronic signature is permissible |  | | | **Date:** |  | |
| Criteria for the conferral of an Emeritus Title With reference to [Ordinance F4](https://www.hw.ac.uk/documents/ordinances.pdf), and the Policy and Procedures agreed by the Senate for Honorary, Visiting and Emeritus Titles, the criteria used to determine the eligibility of a person for the Title shall include the following:   * A nominee should have made distinguished contribution to the life of the University in one or more of the following areas: research, scholarship, teaching, citizenship and administration; * A nominee should normally have been a Professor or Professorial Fellow of the University for at least five years, although a Professor or Professorial Fellow who retires having held the title of Professor or Professorial Fellow for less than 5 years shall be eligible for an Emeritus Title if they are assessed to have made an exceptional contribution over the period of their service to the University; * Any person receiving an Emeritus Title will not hold a contract of employment with the University on or after retirement; * a Professor or Professorial Fellow of Heriot-Watt University who resigns to take up an equivalent position (in another institution or in Heriot-Watt) is **not eligible** for an Emeritus Title from Heriot-Watt University. | | | | | | |
| Approval process for a Nomination for an Emeritus Title  * A nomination form is filled out by a Nominee, or on their behalf, and presented to **the Head of School** (HoS) for signature. The provision of an accompanying CV is optional; * If content with the nomination the HoS signs the form (if not content, the HoS may send the form back for amendment before agreeing to sign it); * A completed nomination form with the HoS signature is sent electronically from the School to the Deans’ Administrator ([deansadministrator@hw.ac.uk](mailto:deansadministrator@hw.ac.uk)) to request a countersignature# from a Dean; * The appropriate Dean gives initial scrutiny to the nomination and may ask for changes to be made by the School before agreeing to sign the form; * The nomination form bearing signature of both HoS and Dean is then sent electronically to the Clerk of the Senate to submit to the Senate Committee for Interim Business and Effectiveness (SCIBE), which has the delegated authority of the Senate to approve conferral of the Emeritus Title; * The SCIBE may ask for changes to be made and/or seek clarification before giving approval. * Once conferral of the Emeritus Title is approved, the Principal and Vice-Chancellor writes to the recipient of the Title, copying the Head of School. The conferral letter includes information on the rights and responsibilities of those in receipt of an Emeritus Title of the University. | | | | | | |