



Emeritus Professors Policy

Emeritus status

Emeritus status is conferred automatically on full Professors upon their retirement from the School.

The retirement date for members of academic staff is normally 30 September of the final year of employment with the School.

For further details on retirement from the School, please see the Retirement Policy.

Process

Human Resources is responsible for confirming Emeritus status to retired Professorial members of staff, making them aware of their rights and responsibilities.

Colleagues who are retiring from the School or their Departments do not need to initiate the process. Before the start of Summer Term of each session, Human Resources will contact Departments of retiring members of staff to request whether they would like to include any information on the member of staff's specific contribution to the Department, the School and the wider discipline. If provided, this information is included in the personal letter of Emeritus notification which issues under the Director's signature.

Emeritus Arrangements

It is recognised that many Emeritus staff retain an active association with their Departments and the wider School. The School welcomes the continued contribution of Emeritus staff and as such the following arrangements are in place to facilitate matters:

- Emeritus Professors can apply as PIs/participants in research grants subject to conditions that apply for all faculty.
- Emeritus Professors can teach courses or contribute to other departmental roles with the agreement of the Head of Department.

For further information about appointing Emeritus staff as Emeritus Teachers, please visit Emeritus teachers, graduate teaching assistants and guest teachers.

Emeritus Professors should continue to abide by the School's policies and procedures, in particular the Ethics Code, and our policies on Anti-Bullying and Anti-Harassment, Data Protection, Free Speech, and Bribery and Fraud when undertaking any active association with the School. These can be found in the School's Policy and Procedures database at:
<http://www.lse.ac.uk/intranet/LSEServices/policies/home.aspx>.

Email and IT accounts

Emeritus Professors are offered renewable email and IT accounts. These will be subject to annual checks made by IMT ensuring the accounts remain active for security reasons and also to ascertain whether accounts can be released for use by new members of the School if an account is no longer required.

Departments can also contact IMT directly to request continuation of accounts.

Library membership

Emeritus Professors retain full Library membership, with full borrowing privileges, on a renewable 5-year basis. LSE Security is responsible for the production and distribution of Library cards. For further details, please contact the LSE Security: Security.Card.Id@lse.ac.uk

Senior Common Room

Emeritus Professors who are members of the Senior Common Room (SCR) automatically become Honorary members of the SCR when they retire. Emeritus colleagues will therefore remain on mailing lists for SCR events and can continue to use all facilities offered by the SCR.

For further information please see the SCR webpage.

Approved by Appointments Committee, June 2017

Review schedule

Review interval	Next review due by	Next review start
123	00/00/00	00/00/00

Version history

Version	Date	Approved by	Notes
123	00/00/00	abc	abc
123	00/00/00	abc	abc

Links

Reference	Link
123	abc
123	abc

Contacts

Position	Name	Email	Notes
abc	abc	abc@lse.ac.uk	abc

Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	