



# Emeritus Policy

## Emeritus Status

Emeritus status is conferred automatically on all full Professors, Professorial Research Fellows, Professorial Lecturers and Professors in Practice upon full retirement, subject to them having been employed at the LSE for a minimum of four years.

In the remainder of this policy, the term Emeritus Professor will be used to refer to these different statuses. When referring to their association with the School, however, colleagues are required to use their full titles, i.e.: Emeritus Professor, Emeritus Professorial Research Fellow, Emeritus Professorial Lecturer and Emeritus Professor in Practice. Where colleagues prefer, they may use the term Emerita in place of Emeritus.

These titles will come into effect on the first day after the relevant staff member's contract end date, following retirement. Emeritus titles are conferred in perpetuity.

A committee comprising the four academic Vice Presidents and Pro-Vice Chancellors and the Vice Chair of the Appointments Committee may confer Emeritus status on members of academic staff who, at the point of retirement, have not attained Professorial status, e.g., an Associate Professor may be given the title Emeritus Associate Professor.

There is no remuneration attached to Emeritus status.

For further details on retirement from the School, please see the [Retirement Policy](#).

## Active Emeritus Status

Colleagues will automatically acquire 'active' Emeritus status on the first day after the relevant staff member's contract end date, following retirement.

Active Emeritus Professors will receive regular School updates and invitations and access to the services and benefits outlined in this policy.

Emeritus Professors who 'opt-out' of being active status will be welcome to opt back into active status at any time.

Please note that the entitlements for active Emeritus Professors listed below are discretionary and may be subject to change.

## **Research Support**

On a discretionary basis, active Emeritus Professors will be awarded an annual research allowance of £3000 per annum for the first three years after full retirement, to be administered by their Department, Institute or Centre.

They will be entitled to full support from LSE Research and Innovation with respect to their ongoing research activities. This includes assistance with research grant applications and research grant management.

They will also be entitled to full support from LSE Consulting with respect to LSE-related consulting activities and from LSE Innovation with respect to the commercialisation potential of their work.

Finally, they will be entitled to carry forward outstanding Personal Financial Rewards balances in their Outside Funds accounts, in accordance with the School's Research Allowances procedure. Emeritus staff cannot receive new PFRs, however.

Note that research grant arrangements may have significant implications for the employment, tax and/or pension status of Emeritus Professors. These will need to be carefully managed, with advice from the HR Division, before any funding bids are made.

## **Teaching and Other Roles**

Where appropriate, Emeritus Professors may teach courses, continue to supervise research students, and/or contribute to other departmental work with the agreement of the Head of Department. Departments may appoint Emeritus Professors on fractional, part-time Guest Teacher contracts in order to facilitate this.

With the agreement of the Vice Presidents and Pro-Vice Chancellors, they may also take on specific School-level roles.

Note that post-retirement arrangements of these kinds may have significant implications for the employment, tax and/or pension status of Emeritus Professors. These will need to be carefully managed, with advice from the HR Division, before arrangements are confirmed.

## **Data and Technology Support**

Active Emeritus Professors will retain their LSE email address and ongoing access to the standard School software provision – which currently includes Office 365 tools such as Teams, Word, Excel, etc.

They are entitled to the technical support services provided to all LSE staff and students and to internal DTS web content, which includes help articles on a wide range of technology matters.

Note that some access, e.g., to departmental shared folders or specialist software, may be restricted because of licensing, data protection and other considerations.

## **Library Membership and Support**

Active Emeritus Professors retain full LSE Library membership and retain all staff privileges, including borrowing and access to electronic resources.

They are entitled to support from Library staff either in person or by email on [library.enquiries@lse.ac.uk](mailto:library.enquiries@lse.ac.uk).

If more comprehensive support is required, they can contact a Departmental Librarian in the first instance for more advice.

Librarians can provide specialist advice and support on finding and using resources through LSE Library and beyond. They can also provide support and advice on academic publishing.

## **Use of Space**

Emeritus Professors are required to give up their offices upon retirement and do not have an automatic entitlement to office space. However, it is recognised that in the course of their ongoing activities at LSE they may require the use of shared desks, offices, meeting rooms and/or storage facilities.

In the first instance, space needs should be discussed with their home Department, Centre or Institute.

In the context of the School's blended working programme, it may also be possible for the School to provide shared space on a discretionary basis to Emeritus Professors where departmental provision is not available.

## **Philanthropy and Global Engagement (PAGE)**

Emeritus Professors will be given access to the Alumni Centre and its facilities.

They will receive information about Events in the School and be encouraged to continue to attend and participate in these.

Where appropriate, they may be invited to participate in PAGE activities – for example, events for, and exchanges with, alumni in different settings.

## **Staff Common Room and Staff Dining Room**

Emeritus Professors continue to have full access to the facilities of the Staff Common Room and the Staff Dining Room in the Old Building and are very welcome to participate in SCR and SDR events.

## **Other Employee Benefits**

On a discretionary basis, and subject to contractual agreements with external suppliers, Emeritus Professors will retain access to elements of the School's wellbeing provision, our training and development provision, and our hardship support provision.

This currently includes access to the 'LSE Extras' wellbeing platform; the core events of our staff training and development programmes (with limited exceptions); free eye tests; our Employee Assistance Programme (which provides counselling, health advice, and other services); and our Financial Hardship Fund.

## **Policies**

When undertaking any association with the School, Emeritus Professors must continue to abide by the

School’s policies and procedures, in particular the Ethics Code and our policies on Discrimination, Bullying and Harassment (including Sexual Harassment and Sexual Violence), Data Protection, Free Speech, and Bribery and Fraud.

The relevant policies and procedures can be found in the [School’s Policy and Procedures database](#).

Behaviour that breaches LSE policies will not be tolerated and may lead to Emeritus status being revoked. A committee comprising the four academic Pro-Vice Chancellors and the Vice Chair of the Appointments Committee may revoke Emeritus status when necessary.

## Process

- 1) On receipt of the written notice of retirement, the Head of Department or Departmental Manager should complete the Leaver and Internal Mover Form, indicating that the individual should become an Emeritus Professor upon retirement and forward this to Human Resources.
- 2) Human Resources will check whether the individual is eligible for Emeritus status and, if so, write to the Emeritus Professor to confirm the retirement and conferment.
- 3) A personal letter under the Vice President and Pro-Vice Chancellor (Faculty Development)’s signature will also be sent to the Emeritus Professor.
- 4) Human Resources will inform Data and Technology Services (DTS) and the Central Badging Office so that the Emeritus Professor continues to have access to buildings, such as the LSE Library, and to their email and IT account.
- 5) Upon retirement all Emeritus Professors will automatically acquire an ‘active’ status and as such will receive regular School communications & event invitations.

## Review schedule

Review interval	Next review due by	Next review start
2 years	June 2024	January 2024

## Version history

Version	Date	Approved by	Notes
1	June 2017	Appointments Committee	
2	June 2020	Appointments Committee	
3	June 2022	Appointments Committee	
4	November 2024	TBC	

## Links

Reference	Link

## Contacts

Position	Name	Email	Notes
HR Operations Manager	Chiara Milani	<a href="mailto:c.m.milani@lse.ac.uk">c.m.milani@lse.ac.uk</a>	

## Communications and Training

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