



THE AGA KHAN UNIVERSITY

University Appointments and Promotions Committee

Policy & Guidelines for Professor Emeritus / Emerita, Librarian Emeritus/ Emerita, Dean Emeritus/Emerita

The rank of Emeritus / Emerita is an honorary appointment conferred by the University Appointments and Promotions (A&P) Committee and endorsed by the Academic and Student Affairs Committee (ASAC) of the Board of Trustees.

Eligibility

An employee of AKU who has or will officially retire (permanently) or has resigned from the University prior to the next Convocation may be considered for nomination to professor emeritus/emera or librarian emeritus/ emerita status who meets the following requirements:

- Is officially retired (permanently) or has resigned from the University.
- Has attained the rank of Professor or Associate Professor.
- Has completed at least ten years of service to the University. However, in exceptional circumstances, nominations may be submitted for the appointment of emeritus/emera status to individuals who have completed fewer than ten years of service or who hold a rank lower than a professor/associate professor and who have made significant contributions to the fulfilment of the mission and programmes of the University.
- Has consistently maintained performance expectations of a professor/associate professor.

Conditions of Appointment

The following conditions of appointment will be applicable for professor emeritus/emera and librarian emeritus/emera:

- This is an honorary appointment that involves no salary i.e., the professor Emeritus/Emera are no longer on AKU payroll.
- A *modest or nominal* honorarium may be paid by the relevant dean/director/chair for service/s rendered by the Emeriti (e.g., teaching, mentorship/advisory, other). In case of teaching courses Emeriti would be expected to follow all policies for quality of teaching as applicable in AKU. There would be an upper limit to the number of courses in a

programme taught by Emeriti.

- Emeriti may participate in extramural research projects in AKU as co-investigators or team members. However, Emeriti cannot be Principal Investigators (PIs). In exceptional circumstances this condition can be waived through by the Provost. In case of participation in extramural research, agreement on remuneration (e.g., per day rate or other) will be decided on a case-by-case basis by the relevant Dean (or designate) or the Director. Emeriti are not entitled to any share of funds which are managed/allocated under AKU's Indirect Costs of Research Policy.
- To support their work with AKU, an *Emeritus Faculty Card* will be made available to Emeriti upon request from the relevant dean/director/regional vice provost. The card provides: a) access to the library; b) entitlement to a Campus Computing ID; c) access to the campus building(s) as appropriate; d) access to the faculty lounge/s on AKU Campuses. All associated costs are the responsibility of the Emeriti to pay or negotiate with the relevant dean/director/regional vice provost.

Nomination Process

- The A&P Committee will receive nominations for the appointment of the rank of Professor Emeritus / Emerita from the nominee's Dean / Director, Chair/ University Librarian, or any other member of the University community.
- Members of faculty in the nominee's academic entity at the rank of full professor are eligible to nominate.
- Nominations must detail the significant contributions in teaching, scholarship, administration and / or service that merit appointment as Emeriti.

Dean Emeritus

The position of Dean Emeritus / Emerita is an honorary appointment conferred by the University Appointments and Promotions (A&P) Committee and endorsed by the Academic and Student Affairs Committee (ASAC) of the Board of Trustees.

Eligibility

An employee of AKU who has or will officially retire (permanently) or has resigned from the University prior to the next Convocation may be considered for nomination to dean Emeritus/Emerita who meets the following requirements:

- Has retired or resigned from the University.
- Has attained the rank of Professor or Associate Professor.
- Has completed at least one full term as dean (normally 5 years).
- Has consistently maintained performance expectations of a dean.

Conditions of Appointment

The following conditions of appointment will be applicable for the position of dean Emeritus/Emerita:

- This is an honorary appointment that involves no salary i.e., the dean Emeritus/Emerita are no longer on AKU payroll.
- A *modest or nominal* honorarium may be paid by the relevant dean for service/s rendered by the Emeriti (e.g., partnership relations, fund-raising, alumni relations, other).

- Deans Emeritus/Emerita may participate in extramural research projects in AKU as co-investigators or team members. However, Deans Emeriti cannot be Principal Investigators (PIs). In exceptional circumstances this condition can be waived through by the Provost. In case of participation in extramural research, agreement on remuneration (e.g., per day rate or other) will be decided on a case-by-case basis by the relevant Dean (or designate) or Director. Emeriti are not entitled to any share of funds which are managed/allocated under AKU's Indirect Costs of Research Policy.
- To support their work with AKU, an *Emeritus Faculty Card* will be made available to Deans Emeriti upon request from the Provost. The card provides: a) access to the library; b) entitlement to a Campus Computing ID; c) access to the campus building(s) as appropriate; d) access to the faculty lounge/s on AKU Campuses. All associated costs are the responsibility of the Deans Emeriti or negotiate with the Provost.

Nomination process

- The University A&P Committee will receive nominations for the appointment of Dean Emeritus / Emerita only from the Provost or President. Nominations signify recognition of sustained contributions in teaching, scholarship, administration and / or service throughout an individual's career.
- Nominations must detail the significant contributions in teaching, scholarship, administration and / or service that merit appointment as Emeriti.

For each nomination, please submit the following portfolio:

- a) A completed Nomination Form (see below)
- b) Nominee's current CV
- c) At least two preferably three supporting letters from faculty or staff describing the nominee's strengths and accomplishments relating to the criteria
- d) Any other document that the nominator believes to be relevant to the case

Complete portfolios as noted above should be submitted to the University Appointments and Promotions secretariat at saleema.punjwani@aku.edu

NOMINATION FORM
EMERITUS/EMERITA

1. NOMINEE (*full name*):

2. ACADEMIC RANK:

3. ACADEMIC UNIT & DEPARTMENT (*if relevant*):

4. SUMMARY OF AWARD NOMINATION (**100 words**): Include specific accomplishments to support why nominee should be considered to receive a specific award, i.e. teaching accomplishments for teaching award, etc. Also include any summary statements from supporting documents that address award qualifications.

5. NOMINATOR (*full name*):

6. NOMINATOR's DESIGNATION & INSTITUTIONAL AFFILIATION:

7. NOMINATOR's SIGNATURE

8. DATE: