

# **HONG KONG BAPTIST UNIVERSITY**

## **Guidelines and procedures on the nomination of retired academics for the award of Professor Emeritus title**

### **Purpose**

1. The title of Professor Emeritus is used to recognise the distinguished contributions made by an academic to the University and to maintain ties between the academic and the University after the person's retirement from the service of the University.
2. A Professor Emeritus is expected to provide advice and guidance on teaching and research to staff and students of the University in the fields of his/her expertise, and render support to academic work or other aspects of the University where necessary.

### **Guidelines**

3. The nominee shall have been an academic at the professorial rank or above of the University for not less than five years at the time of retirement.
4. The nominee shall have achieved distinguished scholarship of international stature and shall occupy a leadership position in the international community of researchers in his/her specific field.
5. The nominee is expected to have demonstrated teaching and research excellence and rendered outstanding service to the University and the community at large.
6. In exceptional cases, an individual who is of professorial rank or above who has not served the University for five years at the time of retirement but has made notable contributions to the promotion of teaching and research excellence and rendered distinguished service to the University and the community at large may also be nominated for the award of the title of Professor Emeritus.

### **Procedures**

7. The Director of Human Resources shall issue a circular inviting the President and Vice-Chancellor, Provost, Vice-Presidents, Associate Vice-Presidents and Deans to nominate academic staff who will be retiring by the end of the academic year for the award of the title of Professor Emeritus.

*For nominating an academic below the position of Dean*

8. The Dean shall, on the basis of the above guidelines and, if applicable, in consultation with the Head of Department concerned, seek endorsement from the Faculty/School Board on the nomination before forwarding it to the Professorial Appointment Panel for consideration and approval.

*For nominating an academic at or above the position of Dean*

9. The President and Vice-Chancellor, Provost, Vice-Presidents and Associate Vice-Presidents shall, on the basis of the above guidelines, forward the nomination to the Professorial Appointment Panel for consideration and approval.
10. The Professorial Appointment Panel, formed according to the established human resources policies and procedures, should consider and approve the conferment of the title of Professor Emeritus.

**Amendments to the guidelines and procedures**

11. This set of guidelines and procedures should be reviewed, refined and amended as and when necessary by the Senior Executive Committee.

30 June 2022