

## **Instructions for the Professor/Associate Professor Emeritus Arrangement at the Faculty of Engineering and Science**

Professor/associate professor emeritus is a title that can be assigned to an academic staff member at termination of employment based on age. An emeritus arrangement assumes that the department and the employee have a mutual interest in preserving the association for a period of time following termination. An emeritus title can also be granted following a senior arrangement.

An emeritus is not employed at Aalborg University and there are no salary costs associated with the title.

An agreement is made with the individual, and it is the department that decides whether they want to maintain an affiliation with the employee after termination. Therefore, the individual department recommends a person for the title.

It is a condition that the person the department recommends contributes to the department's work and therefore continues to be research active.

The granting of the emeritus title must occur before the individual reaches the age of 70. An emeritus is subject to the requirements of decorum and the same code of conduct as employees at Aalborg University – see <http://www.aauhaandbog.aau.dk/faces/viewDocument/3820;jsessionid=426450EB35F16EAAAB6FDD14F4B0B1CA>

### **Procedure**

Upon agreement between the department and the employee, the department recommends a professor or associate professor for the title by submitting a request to the Dean. If the recommendation is accepted by the Dean, the faculty office (HR Center) sends a letter to the outgoing employee informing him/her about the granting of the title and the period. The faculty office also informs the department about the granting of the title. The title of professor/associate professor emeritus is typically awarded for a maximum of three years with a possibility of extension.

Since there is no employment, the department is tasked with specifying the practical conditions that will apply for the individual emeritus.

Any costs incurred in connection with a professor/associate professor emeritus shall be paid by the department as these costs are not included in the annual grant (annuum).