

Emeritus Appointments Policy

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Related Policies & Procedures	Guest Access Policy Consultancy Policy

1. SCOPE

- 1.1 This policy applies to all Emeritus appointments conferred by LSHTM.
- 1.2 The policy applies to all faculties, departments and services that engage with, nominate, support, or supervise Emeritus appointees. All parties involved must comply with the requirements set out in this policy.
- 1.3 The policy does not apply to paid appointments, casual workers, contractors, volunteers, honorary appointments, individuals holding visitor status, or individuals participating in a contract for services with LSHTM.

2. PURPOSE AND OVERVIEW

- 2.1 The purpose of this policy is to set out the principles, eligibility criteria, governance arrangements and procedures associated with Emeritus appointments.
- 2.2 Emeritus appointment is a prestigious title conferred on retiring professors in recognition of their distinguished service and contributions to LSHTM. The status reflects an ongoing formal association with the School following retirement and is intended to foster a continuing, mutually beneficial relationship between LSHTM and the individual.
- 2.3 This policy ensures that Emeritus status is awarded consistently, transparently, and in accordance with relevant legislative and regulatory requirements, including (where applicable) UKVI/immigration requirements, data protection, safeguarding obligations, academic governance, equality, diversity and inclusion principles, and LSHTM policies.
- 2.4 Emeritus appointments do not constitute employment and as such they are managed separately from HR appointment, monitoring, and employment governance processes. Responsibility for the nomination, approval, oversight, renewal, and withdrawal of Emeritus appointments rests with Faculties and Departments in accordance with this policy. HR does not approve, administer, monitor, or quality-assure Emeritus appointments and does not hold operational responsibility for their governance. Whilst



operational responsibility rests with Faculties, HR will provide advice on employment or employment status considerations where appropriate.

3. POLICY

3.1 Purpose and Characteristics of Emeritus Appointments

- 3.1.1 Emeritus appointments are conferred by LSHTM to retiring professors to recognise their:
- distinguished service and contributions to LSHTM's mission and/or their academic discipline or field, and
 - continued association with LSHTM, providing an opportunity for continued active engagement with, and contribution to, the School at an appropriate level (see Appendix A).
- 3.1.2 Emeritus appointments will provide a mutual benefit to the individual and LSHTM.
- 3.1.3 Emeritus appointments are conferred in line with eligibility criteria as outlined in this policy (see 3.2).
- 3.1.4 Normally Emeritus appointments are conferred for life although LSHTM reserves the right to withdraw the title in certain cases (see 3.5).
- 3.1.5 Emeritus status recognises voluntary contribution and continued engagement with LSHTM; it is not a form of employment. Emeritus appointments are not employment contracts, and Emeritus status confers no entitlement or expectation of paid work, salary or consultancy arrangements with LSHTM. Appointees are not remunerated for activities undertaken in an Emeritus capacity and an Emeritus association must not be used as a route into paid employment. Consultancy is a distinct engagement type, entered into separately from the Emeritus appointment and subject to the requirements set out in clause 3.1.6; it does not form part of, and must not be used to circumvent, the Emeritus status itself.
- 3.1.6 Where LSHTM wishes to engage an Emeritus Professor under a consultancy arrangement, this will be considered under the Consultancy Policy and relevant employment status, tax, procurement and governance requirements.
- 3.1.7 Emeritus Professors may not hold Principal Investigator (PI) or Co-Investigator (Co-I) status on grants awarded to LSHTM, as they are not LSHTM employees. Where a new or continuing research collaboration involves an Emeritus Professor, this should be in an unpaid advisory or collaborator capacity only.

3.2 Eligibility Principles

- 3.2.1 Emeritus status can be conferred by LSHTM on retiring professors who:
- are retiring fully from paid employment;



- usually have held a professorial role at LSHTM for a minimum of five years, or have been at LSHTM for a minimum of 10 years in total;
- have no active disciplinary or reputational concerns; and
- wish to maintain a formal affiliation and some level of engagement with LSHTM.

3.3 Engagement Principles

- 3.3.1 Emeritus Professors are encouraged to maintain an ongoing association with the LSHTM. It is acknowledged that Emeritus Professors may want to vary or decrease their level of active engagement with and contributions to LSHTM over time.
- 3.3.2 Any contributions that Emeritus Professors make to LSHTM are voluntary with the level of contribution negotiated and agreed between the Emeritus appointee and their Dean of Faculty.
- 3.3.3 Each Emeritus Professor will enter into an Engagement Agreement with LSHTM that sets out a mutually agreed level of involvement, and which will be subject to a light touch annual review. Faculties may waive, on a discretionary basis, the annual review requirement for Emeritus Professors who are not actively engaged with LSHTM. The annual review should consider whether the agreed activities remain appropriate having regard to governance, institutional priorities and available support.
- 3.3.4 The Head of Department will be responsible for agreeing, reviewing and recommending any changes to the Engagement Agreement. The Dean of Faculty will approve the initial Engagement Agreement and any significant changes to the agreed level of engagement.
- 3.3.5 Emeritus Professors will remain part of the LSHTM community and as such will be entitled to receive regular communications including via newsletters.
- 3.3.6 Emeritus Professors are entitled to access some LSHTM resources, including library services and email, and may be eligible for additional resources depending on their contributions to LSHTM and with the agreement of the Dean of Faculty.
- 3.3.7 All Emeritus Professors are required to abide by LSHTM values and relevant policies when engaging with the School or LSHTM activities.
- 3.3.8 Emeritus Professors must use their Emeritus Professor title in all LSHTM-related correspondence.
- 3.3.9 Teaching-related activities undertaken by Emeritus Professors must not exceed 20 hours per academic year, including preparation and marking. They must not act as module organiser/co-organiser or primary supervisor for MSc or doctoral student research projects but may have co-supervision or advisory roles.

- 3.3.10 Where Emeritus Professors are undertaking media work and it may be appropriate to reference LSHTM, this must be agreed in advance with the LSHTM press office at press@lshtm.ac.uk.
- 3.3.11 Emeritus Professors may list LSHTM as an affiliated institution on publications or other types of output, in cases where the research/work was completed largely at LSHTM. Normally, an LSHTM Emeritus Professor affiliation would be appropriate if LSHTM provided direct support by means of funding, resources, oversight or any other support to the research/work carried out. If LSHTM did not provide any support, an 'Independent Scholar' affiliation may be more appropriate. Authors should refer to the publisher author affiliation policies for more information if needed.

3.4 Responsibilities

- 3.4.1 **Deans of Faculty** hold overall responsibility for Emeritus appointments within their Faculty and for ensuring appropriate use of Emeritus roles in line with policy.
- 3.4.2 **Heads of Department** are responsible for local oversight of contributions.
- 3.4.3 The **Department Manager** (or their delegate) will coordinate building/IT access in line with the [Guest Access Policy](#) and relevant institutional processes.

3.5 Withdrawal of Emeritus Status

- 3.5.1 An Emeritus Professor may relinquish their Emeritus status at any time by writing to their Dean of Faculty.
- 3.5.2 LSHTM may withdraw an Emeritus appointment and related access from an individual at any point with immediate effect, at its sole discretion and without right of appeal. Reasons for this include, but are not limited to, evidence of competing interest, conduct likely to bring LSHTM into disrepute, or violation of any of LSHTM's regulations, values, policies, codes of practice or risk assessments. Withdrawal of an Emeritus appointment can be initiated by the Head of Department or Dean of Faculty with the approval of the Pro Director Research and Academic Development.
- 3.5.3 The Faculty Operating Officer and Department Manager must be notified of any planned withdrawal of an Emeritus appointment. The Department Manager will arrange to withdraw building and IT access rights and ensure records are updated.
- 3.5.4 The Emeritus appointee must be notified in writing by the Dean of Faculty or Head of Department (or their delegate) that the appointment has been withdrawn.
- 3.5.5 Where an individual has been awarded Emeritus status and subsequently returns to paid employment with another institution, this status may be withdrawn and the individual may be considered instead for an LSHTM honorary appointment if appropriate.

Appendix A: Engagement and Entitlements

Engagement:

Emeritus Professor contributions to LSHTM may include one or more of the list below, if requested by the institution. The activities below are examples of voluntary contributions that may be agreed through an Engagement Agreement. They do not represent duties or expectations associated with Emeritus status.

- Involvement in research grants as a collaborator in an advisory capacity
- Mentor and provide guidance to LSHTM academics
- Act as a doctoral student second (but not first) supervisor or advisory committee member
- Act as an internal examiner for LSHTM doctoral examinations
- Teach on MSc programmes and short courses
- Participate in national and international forums, roles on government/industry/funding bodies, journal reviews, advisory committees, and charitable activities
- Contribute to strategic networking and partnership building initiatives
- Support curriculum development and review activities
- Support philanthropy, donor or stakeholder engagement
- Student recruitment or alumni engagement events
- Contribute to internal citizenship roles including as a Research Ethics Committee member

The above contributions are illustrative not exhaustive, and Emeritus Professors may engage in other activities with the agreement of the Dean of Faculty.

Operational Entitlements:

1. Emeritus Professors will be entitled to the following benefits to support their contributions to LSHTM:
 - Access provision as stated in the [Guest Access Policy](#), including an LSHTM IT account and email address, a building access card (if required) and access to workspaces and meeting rooms.
 - Access to LSHTM library and IT support
2. Emeritus Professors may be entitled to the following benefits to support their contributions to LSHTM and engagement with the LSHTM community, subject to agreement from their Faculty or other services:

Entitlement	Approval required
Access to shared drives and SharePoint	Faculty
Inclusion on faculty and centre mailing lists to access newsletters	Faculty; Centre
Access to an LSHTM laptop for Emeritus Professors engaging regularly, where need arises and subject to Faculty	Faculty; IT



agreement and funding availability, and Emeritus Professors completing mandatory training.	
Access to staff development and training courses	Faculty; Talent Development
Access to LSHTM insurance if required to travel on LSHTM business, provided there is an account code to charge the cost.	Faculty; Finance
Access to support from Late Career Researcher (LCR) and Emeritus Professor focal persons at LSHTM	Faculty
Opportunity to participate in the LSHTM annual summer party and LCR/Emeritus Professor informal discussion groups	Faculty; Communications and Engagement
Potential access to capped nominal account funds previously held by the Emeritus appointee and deposited with the Department on retirement. These funds may be used, for example, to cover publication, travel and insurance costs. These institutional funds are administered by the Head of Department and are not personal allowances for individual Emeritus Professors. Approval, responsibility and accountability for spend on such nominal funds will sit with the Head of Department.	Faculty; Finance

Appendix B: Procedure

Appointment and Review Procedure and Record-keeping

1. Faculties are responsible for managing Emeritus Professorship appointments.
2. Any professor retiring from LSHTM who wishes to continue engaging with the School should discuss the possibility of an Emeritus appointment with their Head of Department, and complete the Emeritus application form based on this discussion.
3. The application will be considered by the Head of Department (for endorsement) and Dean of Faculty (for approval).
4. The Faculty/Department will issue an engagement agreement outlining the appointment terms that are mutually agreed between LSHTM and each Emeritus Professor for the appointee to sign.
5. Engagement agreements will be reviewed annually. The review process will involve a discussion between the relevant Head of Department and each Emeritus Professor and will consider activities undertaken and potential activities for the year ahead. The Head of Department may seek advice and input from colleagues about each Emeritus Professor's teaching and other contributions if needed.
6. Faculties will maintain records of Emeritus appointments using a centralised repository and in accordance with LSHTM's records retention policies. This will help to ensure that any impacts can be monitored and addressed appropriately.