

Guideline: Benefits for a Professor Emeritus

Table of Contents

Introduction	1
Benefits	2
Other Considerations.....	4

Introduction

The University of Canterbury will from time to time award the honorary title “Professor Emeritus” to retiring long-serving Professors who have held a position of Professor as outlined in the [Honorary Awards and Honours Conferred by the University Council Policy and Guidelines](#).

This guideline outlines the responsibilities and steps in this process and the benefits for an Emeritus Professor.

Benefits

On award of the title of Professor Emeritus, the incumbent will be entitled to a number of benefits.

The incumbent:

1. Will be listed with their new title name, former Department/School, and date of retirement on the UC website. Appropriate announcements will also be made through the UC Communications channels.
2. Will receive a University of Canterbury Card, which may enable the incumbent to access UC facilities as appropriate and approved by the relevant Head of Department/School (or the relevant Executive Dean, if necessary).
3. Is entitled to access and borrow items from the University Library.
4. Will receive/or maintain the current UC email address. The utilisation of this email address must comply with the [UC IT Policy Framework](#).
5. May be invited to campus events that are open to University employees.
6. Will be eligible to purchase a parking permit at staff rates.
7. Will be eligible to apply to be a member of, or retain membership of, the UC Club (Ilam Homestead).
8. Will be eligible to utilise the Employee Assistance Programme (EAP) in accordance with UC Policy and Processes.
9. May participate as a member in the UC's Academic Staff Mentoring Programme. This is subject to the mentor attending the associated briefing sessions.
10. Will be eligible to arrange travel insurance through the University's Travel insurance policy. In the case of international travel, a booking must be made through the University's travel provider. Please note there are age limitations to the travel insurance policy with travellers over the age of 75 having reduced benefits relating to personal accident and sickness. Travellers are advised to declare any pre-existing health conditions as part of the travel insurance booking process. Travel insurance must be arranged via UC's Risk and Insurance Team.

Please contact travelinsurance@canterbury.ac.nz for further information and assistance.
11. Is eligible to access discount vouchers through the University of Canterbury's n3 membership, providing significant savings on a wide range of products with a range of suppliers.

Further discretionary benefits

The incumbent may also receive further benefits depending on the needs and resources of the particular departments/school. Any benefits are discretionary and need to be approved by the relevant Head of Department/School and the relevant Executive Dean and are renewable on an annual basis.

For Professor Emeritus with further contractual relationship to UC.

Occasionally, subsequent to appointment as a Professor Emeritus, an individual may be re-employed, for example on a fixed-term employment agreement by a School/Department for a specific short-term teaching or research reason. In these cases, the individual will have access to the tools all staff members require to carry out their roles, such as:

- entitlement to use University letterhead and stationery. The use of such must comply with all applicable UC policies;
- receipt of UC Business Cards including new title Professor Emeritus and the former department from which the appointee has retired. Depending on the individual situation the business card can state either the Department/School and/or private contact details. The layout of the business card must comply with the UC guidelines;
- access to the University of Canterbury server;
- use of a desk and/or laboratory space. However, the assignment of an office may be in a shared room and depends on the situation of the Faculty/Department/School and is to be negotiated with the Head of Department/School;
- after hours building access to research facilities as agreed with the Head of Department/School;
- departmental benefits such as access to the internet, phone and/or PC/laptop, use of photocopiers and secretarial services;
- for those continuing to actively research or conduct scholarly activities at UC, possible eligibility to apply for research grants in accordance with the [UC Research Contracts Policy](#);
- for those continuing to actively research or conduct other scholarly activities, eligibility to receive financial assistance.

Please Note – All of the above will be subject to negotiation and approval from the Head of School/Department and Executive Dean.

For Professor Emeritus without further contractual relationship to UC

A Professor Emeritus may also have an ongoing association with a School/Department, but not in an employment capacity. In this instance, the individual **will not have access to:**

- Business cards;
- University letterhead and stationery; or
- the University of Canterbury server (although he or she can retain his or her University email address).

Other matters would be subject to negotiation between the Head of School or Department and the individual on an annual basis, including:

- Building access;
 - Computer facilities.
-

Other Considerations

Health and Safety

The Health and Safety at Work Act 2015 requires the University of Canterbury to protect and maintain a safe working environment for all employees and others in or near a place of work under the employer's control.

The University of Canterbury takes all practicable steps to prevent health and safety risks to staff members and others in the workplace or in the vicinity of work. Heads of Department/School are therefore responsible for ensuring that any Professor Emeritus who may be given desk space and building access comply with the University's Health and Safety policies and procedures.

A copy of the Health and Safety at Work Act 2015 and University of Canterbury Health and Safety at Work Regulations may be found at the below sites:

- [Health and Safety at Work Act 2015](#)
 - [UC Health, Safety and Wellbeing Policy](#)
-