



*AWARD OF TITLE*

*EMERITUS FELLOW CIT*

## Document Information

### 1. Document Details

<b>Title:</b>	<i>Emeritus Fellow CIT</i>
<b>Author(s):</b>	<i>President, Institute Executive Board, Dean of Graduate Studies – Dr E Cashell</i>
<b>Status:</b>	<i>Final</i>

### 2. Revision History

<b>Version Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>
<b>1.</b>	<b>13 January 2014</b>	<b>1<sup>st</sup> Draft (Dr E Cashell) circulated to IEB for discussion</b>
<b>2.</b>	<b>17 June 2014</b>	<b>1<sup>st</sup> Draft discussed at IEB</b>
<b>3.</b>	<b>27 August 2014</b>	<b>Working Group set up to finalise proposal to IEB</b>
<b>4.</b>	<b>4 November 2014</b>	<b>2<sup>nd</sup> Draft presented and discussed at IEB</b>
<b>5.</b>	<b>10 December 2014</b>	<b>Finalised 2<sup>nd</sup> Draft discussed at Academic Council</b>
<b>6.</b>	<b>5 February 2015</b>	<b>Finalised draft approved by Governing Body at their meeting on 5 February 2015</b>

### 3. Consultation History

*This document has been prepared in consultation with the following bodies:*

<b>Institute Executive Board</b>		
<b>Academic Council</b>		
<b>Unions</b>		

### 4. Approvals

*This document requires the following approval (in order where applicable):*

<b>Name</b>	<b>Date</b>	<b>Details of Approval Required</b>
<b>Institute Executive Board</b>	<b>4 November 2014</b>	<b>Final Draft Approved by IEB subject to the suggested changes</b>
<b>Academic Council</b>	<b>3 December 2014</b>	<b>Circulated to Academic Council for information/comments</b>
<b>Governing Body</b>	<b>5 February 2015</b>	<b>Approved by Governing Body at their meeting on 5 February 2015</b>

## **Emeritus Fellowships**

### **1. Overview**

- 1.1 The Institute bestows the following honorary title: **Fellow Emeritus CIT**
- 1.2 The title of Fellow Emeritus CIT is awarded to recognise and reward a distinguished contribution to the life of the Institute in one or more of the following areas: research & scholarship, teaching, administration, and engagement.

### **2. Criteria for bestowment of the title Emeritus Fellow CIT**

- 2.1 The title of Fellow Emeritus CIT is normally automatically bestowed on those retiring from the posts of President, Vice-President, Dean, Head of Faculty, Head of College, Head of School, and Head of Department.
- 2.2 The title Fellow Emeritus CIT may also be awarded to retired members of the teaching and administrative staff to recognise and reward a distinguished contribution to the life of the Institute in one or more of the following areas: research & scholarship, teaching, administration, and engagement.
- 2.3 The title Fellow Emeritus CIT may also be awarded to graduates of the institution to recognise and reward a distinguished contribution to civic life in one or more of the following areas: research & scholarship, teaching, administration, and engagement.
- 2.4 The title Fellow Emeritus CIT may also be awarded to individuals to recognise and reward their contribution to the aspirations of the Institute.

### **3. Procedures for bestowing the title Emeritus Fellow CIT on a retired member of the teaching or administrative staff or a graduate or a worthy individual:**

- 3.1 The following procedure will be used for considering proposals for the award of the title Emeritus Fellow CIT on a retired member of the teaching or administrative staff or a graduate or a worthy individual viz 2.2 to 2.4.
- 3.2 A proposal will be initiated by the relevant Head of Function. The proposal will consist of a brief resumé of the staff member's or graduate's or individual's achievements and a statement of the benefits that may accrue to the Institute if the award is approved.
- 3.3 Nominations (formally proposed by a Head of Function, and seconded by another Head of Function), and specifically including the formal agreement of the person being proposed, will be submitted by 31 August or 31 January to the Emeritus Fellows Group.
- 3.4 The Emeritus Fellows Group will be chaired by the President and have as its members all the serving Vice-Presidents and all the serving Heads of Faculty.
- 3.5 The Emeritus Fellows Group will meet twice per academic year (normally September and February), and be serviced by the Office of the President.
- 3.6 If the Emeritus Fellows Group recommends that the award of the title Fellow Emeritus CIT is merited the President will propose same to the Governing Body.
- 3.7 If the Emeritus Fellows Group does not approve the award of the title Fellow Emeritus CIT, the President will inform the person concerned and this decision will not be subject to appeal.
- 3.8 The recommendations of the Emeritus Fellows Group will be forwarded for approval by the Governing Body and will not be subject to appeal.
- 3.9 The President will communicate the decision of the Governing Body to the staff member or graduate or individual and detail the terms and conditions attached to the award.

3.10 The President's Office will maintain the Register of Fellows Emeriti.

#### **4. Duration**

4.1 The title of Fellow Emeritus CIT is awarded for life.

#### **5. Withdrawal of the Award**

5.1 In exceptional circumstances, on the recommendation of the President, the Governing Body may revoke a previous decision to grant the title Fellow Emeritus CIT.

#### **6. Entitlements and Obligations**

##### **6.1 Entitlements**

6.1.1 The title Fellow Emeritus CIT may be used by the recipient in correspondence and publications, and on business cards, but may not be abbreviated. Fellows Emeriti are entitled to use the Institute's Library under the normal arrangements applying to retired members of staff – including access to e-resources on an IP-address basis. Fellows Emeriti are entitled to retain access to an Institute email address. Fellows Emeriti are entitled to access to the Institute's sports facilities on the same basis as for all staff. Fellows Emeriti will not normally be provided with Institute accommodation, except in exceptional circumstances and where the Institute can identify and allocate accommodation, subject to availability. Fellows Emeriti are covered by the Institute's Public Liability cover when undertaking CIT sanctioned duties/activities on behalf of the Institute subject to policy terms and conditions.

6.1.2 For all purposes of courtesy, and on ceremonial occasions, Fellows Emeriti will have the same privileges as a member of the academic staff.

6.1.3 Fellows Emeriti shall not be entitled to be a member of the Academic Council or to assume any executive or administrative functions on behalf of the Institute.

6.1.4 Subject to agreement, Fellows Emeriti may be appointed on an annual basis to supervise research students, and to act as an Internal Examiner for candidates for research degrees

##### **6.2 Obligations**

6.2.1 There are no duties attached to the role of Fellow Emeritus.

6.2.2 No remuneration is attached to the role of Fellow Emeritus.

6.2.3 Fellows Emeriti must not use the title in any manner that might bring the Institute into disrepute.

#### **7. Review**

7.1 This document will be reviewed by the Emeritus Fellows Group no later than three years after its coming into effect.