Professor Emeritus Guideline
Establishment of the Honorary Title

University Policy

§1 MODUL University Vienna ("University") recognizes faculty members' distinguished service and distinction at the University by conferring emeritus titles effective upon retirement. These honorary titles are given in accordance with the University's Statutes § …, and as outlined in this policy. The conferring of these titles is not automatic upon retirement.

§2 The rank of Professor Emeritus is an honorary appointment awarded by the University Board upon retirement to a distinguished tenured faculty member at the rank of Associate Professor or Full Professor, with at least 10 years of full-time service to MODUL University Vienna. On rare occasion, emeritus status is conferred with less than 10 years of full-time service when the Associate or Full Professor has distinguished him/herself through meritorious service to the academic administration of the institution (e.g. serving as Dean, Vice President or President for a minimum of five years).

Nominations and Appointment Procedure

§3 To be considered for Emeritus status, a faculty member may be nominated by any full-time, tenured faculty member or academic administrator after retirement or written notification of faculty member's intent to retire. The following shall be taken into consideration when considering a retired faculty member for Emeritus status:

a. excellence in teaching and scholarship;
b. outstanding professional accomplishments;
c. service to students;
d. service to peers;
e. service to the University;
f. service to the community at large.

§4 Persons who hold an emeritus title at other institutions normally are not eligible for an emeritus title at the University.

§5 Nominations are submitted to the President including a one-page statement highlighting the contributions and support for the University and providing supportive signatures by at least two currently employed Associate or Full Professors. The President shall confirm the

nominee's eligibility for Emeritus status and forward a recommendation to the University Board.

§6 Upon review of candidates' materials the University Board makes a final decision and informs the candidate and faculty members who have recommended the nominee. Candidates are invited to accept the honorary appointment within a period of four weeks. The title will be conferred upon acceptance by the candidate. Until acceptance by the candidate all communications relating to the Emeritus status will remain confidential.

§7 The Professor Emeritus may be invited by the University to provide professional service in search or promotion committees and to act as supervisor of thesis on bachelor, master, and PhD level. In addition, the "Professor Emeritus" shall also be entitled to represent the University, upon appointment by the President, at academic ceremonies organized by the university.

§8 When a Professor Emeritus is employed by the university, whether as a post-retirement faculty member or in another capacity, the provisions of the appointment shall prevail.

Emeritus Benefits and Privileges

§8 The Professor Emeritus may be given use of University facilities and services as approved by appropriate administrative authority and consistent with available fiscal and personnel resources. The benefits and services may include:

a. retain his or her University email address and services;
b. use of the University's library. Any resulting fees for library loans or other library services with costs will be the responsibility of the individual;
c. listing of his or her name in the University directory;
d. faculty privileges in attending the university's social, cultural, and athletic events.

§9 Upon application by the Professor Emeritus the President may grant additional privileges. These additional privileges have to be renewed every year and may include:

a. use of office space, if available;
b. key for access to the University building;
c. business cards;
d. University letterhead and stationery;
e. login to the University Intranet and data shares.

Date last reviewed by the University Senate on 10th October 2016