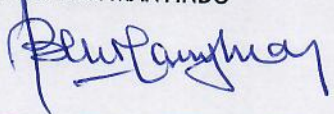


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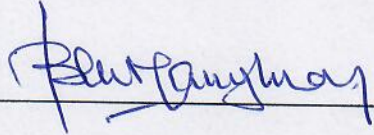


GUIDELINES FOR APPOINTING PROFESSORS EMERITI

Checked by: GREGORY TWEHEYO(PhD)	Approved by: ENG. DR. BEN MANYINDO 	Date: 27.03.2025
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APPROVAL

Approved by the Mountains of the Moon University Council.

Signature: 

Name: Eng. Dr. Ben Manyindo
Chairperson – University Council

Date: 27.03.2025



1. The Rationale for the Guidelines of Appointing Professors Emeriti at MMU.

The Guidelines for appointing a Professor Emeritus/Emerita are in reference to clause 2.2 a, ii of the Mountains of the Moon University Human Resource Manual (2024). To operationalise this, these Guidelines serve as a set of recommended or prescribed actions or standards that provide the framework for decision-making when appointing applicants for the position of Professor Emeritus.

2. Introduction.

The title of "Professor Emeritus" is an honorary designation bestowed upon retired Professors who will have made significant contributions to their field of expertise relevant to MMU. It is a title that is taken very seriously and one that recognises the value an individual has earned due to their record of teaching, research, and community service.

3. Purpose of Appointing Professor Emeritus.

The purpose of appointing Professor Emeritus/ Emerita is to mainly attract an academician who has attained his or her mandatory retirement age. The importance of the title of Professor Emeritus lies in several key aspects, such as to: -

- a) Recognise and appreciate the distinguished academic career and accomplishments of a retired professor.
- b) Serve as mentors and advisors to younger faculty members, graduate students, and researchers.
- c) Enable retired professors to continue their research and scholarly pursuits.
- d) Contribute to teaching and curriculum development. They can offer specialised courses, lectures, or participate in curriculum review and enhancement processes.
- e) contribute financially to scholarships, research funds, or other initiatives, helping to advance the institution's mission and support the next generation of scholars.

4. Functions of Professors Emeriti.

Some of the functions that Professors Emeriti will fulfil at MMU include to: -

- a) Provide mentorship and advice to junior faculty members, graduate students, and early-career researchers to attend international conferences. They draw upon their extensive experience and expertise to guide and support the development of these individuals at MMU.
- b) Continue their research and scholarly activities, collaborating with current faculty members. They may have access to institutional resources, such as library databases, research facilities, offices, which allow them to stay engaged in their field.

- c) Teach courses or deliver lectures on specialised topics. They bring their wealth of knowledge and experience to the classroom, enriching the learning experience of students and providing unique perspectives.
- d) contribute to the institution's reputation and visibility by sharing their research findings, participating in scholarly discussions, and networking with colleagues in their field.
- e) Engage with the broader community through public lectures, outreach programs, or collaborations with external organisations. They can share their expertise and contribute to the dissemination of knowledge beyond the academic community.
- f) To support MMU by making financial contributions in form of scholarships, research funds, or other initiatives, helping to advance the institution's mission and support its ongoing activities.
- g) They can provide valuable insights and historical context, particularly during times of transition or when Mountains of the Moon University is faced with challenges that require knowledge of past practices and experiences.

5. Eligibility for appointment as a Professor Emeritus/Emerita.

- a) Applicants under the retirement age of 60 per MMU Human Resource Manual (2024) will be eligible.
- b) To be considered for the appointment of Professor Emeritus/Emerita, the applicant must have retired from regular continuous employment and hold the title of Professor at the time of retirement in a University. In exceptional cases, such as when a Professor resigns to take up a distinguished public position, they may be eligible for consideration after ceasing active service.
- c) Applicants being considered for the title will have ten (10) years of uninterrupted service as academic employees with a University or Research Institution.
- d) Applicants who have had breaks in service may be considered for appointment as Professor Emeritus/Emerita if they have had a continuous association with a University or Research Institution during the period of the break.
- e) Appointment to the position of Professor Emeritus/Emerita will be initiated by the applicant through the relevant Faculty Board.
- f) No department in the Faculty will have more than two (2) Professor Emeritus/Emerita.

6. Criteria for Appointment of Professor Emeritus/Emerita.

- a) The Professor Emeritus/Emerita appointee will have continued to meet the criteria of Mountains of the Moon University including but not limited to: -
 - i) Showing leadership in fostering excellence in research, professional practice, teaching, and service
 - ii) Having an outstanding record of scholarly and professional achievement in their relevant discipline area and/or profession
 - iii) Making a significant contribution to the wider community (locally, nationally, and internationally) in a manner consistent with the sphere of influence of their academic discipline
 - iv) Having the respect and esteem of their colleagues within the University and their discipline

- v) Contributing to the life of the University with distinction.
- b) Having acceptable standards of behaviour, including but not limited to being transparent, accountable, possessing positive attitude, respect for all and exhibiting high integrity.
- c) When considering the appointment of the title the decision-makers will consider whether the evidence provided meets the above criteria.

7. Procedure for appointment of a Professor Emeritus/ Emerita.

- a) The potential candidate for Professor Emeritus/Emerita must apply for appointment to the Appointments Board through the Vice Chancellor and the respective Faculty Board.
- b) The application must include: -
 - i) The name and current address of the candidate.
 - ii) A copy of the valid National Identity Card for Ugandan Nationals or a valid passport for non-residents.
 - iii) Detailed curriculum vitae and other supporting/relevant documents.
 - iv) Pertinent references, articles/names.
 - v) A motivational statement outlining why the applicant should be considered for the position of Professor Emeritus/Emerita.
 - vi) Evidence of research grants won, innovations and knowledge transfer, and the ability to supervise graduate work up to PhD level.
- c) The Appointments Board will appoint the Professor Emeritus and inform the University Council of the appointment.

8. Entitlements and responsibilities

- a) Professors Emeritus/Emerita will be appointed on renewable three (3) year Contracts, subject to performance review.
 - i. The University may provide Professors Emeritus/Emerita access to University email address, Identity card, Library services and access to the University travel insurance scheme.
- b) The University will provide office and laboratory space
- c) Professor Emeritus/Emerita are expected to comply with all University policies and regulations that apply to their ongoing association with the University.
- d) Professor Emeritus/Emerita is expected to attract grants to MMU totalling to a minimum of USD (\$ 50,000 over three (3) years of appointment.
- e) The Faculty/Department is responsible for ensuring that Professor Emeritus/Emerita are informed of University policy changes that may affect them.
- f) Professor Emeritus/Emerita is listed in the University activities and Reports.

- g) On any ceremonial or official occasion Professor Emeritus/Emerita, rank in precedence before Professors in the University but after holders of Doctorates of the University.
- h) The Appointments Board retains the right, at its discretion, to withdraw the appointment of Professor Emeritus/Emerita if it considers that the individual is not acting in the spirit of the appointment or brings the University into disrepute.