



UMEÅ UNIVERSITY

ADMINISTRATIVE PROCEDURES FOR STATUS AS AFFILIATED PROFESSOR EMERITUS/EMERITA

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* This document has been translated into English. In case of divergence of meaning between the English and Swedish wording of this document, the Swedish wording shall prevail.



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1. Description

This Administrative Procedures describes the forms and processes of appointment, as well as the authorities, for person with status as Affiliated Professor Emeritus or Emerita at Umeå University.

This document is a translation of the original document written in Swedish: "*Handläggningsordning för ställning som anknuten professor emeritus/emerita*". In case of divergence of meaning between the English and Swedish wording of this document, the Swedish wording shall prevail.

2. Background

An individual who is or has been employed as a Professor at Umeå University, in connection with their retirement may use the title Professor Emeritus or Professor Emerita without the need for any special decision. However, the title does not entitle anyone to participate in the University's activities nor have access to resources at the University.

Professor Emeritus/Emerita can apply for the status as an Affiliated Professor Emeritus or Emerita at Umeå University so that they can continue participating in activities at the University, as outlined in this document. The title/status as an Affiliated Professor Emeritus or Emerita does not entail an employment relationship at the University.

The University welcomes the fact that retired professors choose to continue participating in activities at the University and takes a favourable view in this regard. To appoint an Affiliated Professor Emeritus/Emerita is an opportunity and possibility for the University to continue to utilise these 'individual's expertise, experience and contact networks.



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3. Administrative Procedures

3.1. Introductory provisions

- 3.1.1. A professor who is or has been employed at Umeå University and who desires to continue to participating in activities at the University after retirement on a retirement pension (or the equivalent) may be granted the status as an Affiliated Professor Emeritus or Professor Emerita. This applies regardless of at which university he the person concerned had his or her last employment before retirement.
- 3.1.2. The affiliation does not entail that any employment relationship is maintained, and no salary nor employment benefits are received (e.g. card for access to exercise facilities). In those cases where the Affiliated Professor Emerita/Emeritus receives assignments at the University, this will be governed in a different Procedure and will be an exception as a derogation from this Administrative Procedures.
- 3.1.3. Affiliation as Professor Emeritus or Professor Emerita is possible for former professors, former adjunct professors and former visiting professors.

3.2. Application and Decision

- 3.2.1. The application from the Professor Emeritus/Emerita concerning the status as affiliated and which has been endorsed by the relevant Head of Department, will be sent to the Dean for a decision. After the decision is made, the application is to be registered in a journal.
- 3.2.2. After consultation with the Vice-Chancellor at the respective Faculty dialogue, the Dean makes the decision concerning the application for status as affiliated as a Professor Emeritus or Emerita at the University.
- 3.2.3. The application is to be made on a form especially for this purpose.¹ The application shall indicate in what manner the Professor Emeritus/Emerita, as affiliated, intends to contribute to the University's activities.
- 3.2.4. In the event of a violation of rules/regulations by the Professor Emeritus/Emerita, the University reserves the right to reassess the decision (as appropriate). Decisions concerning reassessment are made by the same body that made the original decision concerning the status as affiliated.
- 3.2.5. The period of time the decision relates to may not exceed four years. Thereafter, the status can be extended with a renewed application.
- 3.2.6. For the first application, the application should be made sufficiently in advance before retirement, and with a renewed application for an extended status, sufficiently in advance before the existing term of affiliation concludes.
- 3.2.7. With a renewed application, the applicant is to provide a brief evaluation of the previous period. The evaluation is to be conducted against the background of what was initially stated in accordance with section 3.2.3. about how the individual intended to contribute to the University's activities.

¹ <https://www.aurora.umu.se/stod-och-service/blanketter-och-mallar/blanketter/anstallning-lon-och-personal/>



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3.3. Affiliation and resources

- 3.3.1. A Professor Emeritus/Emerita is usually affiliated to the Department/equivalent or Faculty where the individual has his/her last employment prior to their retirement.
- 3.3.2. The title/status means that the individual receives the position as “affiliated” in the staff directory, which means that the e-mail address and Umu-ID can be retained, and that the University Library’s resources are available.
- 3.3.3. The Head of Department assesses and decides whether other resources are to be provided (for example, work space, computer or similar resources). The costs are financed by the Department/equivalent.
- 3.3.4. Resources that are considered taxable benefits are not provided to an Affiliated Professor Emeritus/Emerita, such as mobile phone subscriptions.
- 3.3.5. Concerning the resources referred to in section 3.3.3. that are provided, a written agreement is to be established between the relevant Department/equivalent and the Affiliated Professor Emeritus/Emerita. The agreement is to state the time/time period and any other terms or conditions that apply to the use of resources. Such an agreement is to be prepared on the basis of the model template as shown in the *Appendix* to this Administrative Procedures document.
- 3.3.6. For Affiliated Professor Emeritus/Emerita, a special personal injury insurance applies, providing coverage during working hours and direct travel between their residence and workplace.

3.4. Assignments and responsibilities

- 3.4.1. If the outgoing/retiring professor has significant matters remaining to take care of, instead a fixed-term employment should be considered for the performance of these tasks. ² What is meant by “significant matters” includes, for instance, serving as principal supervisor in a third-cycle education (doctoral education). ³
- 3.4.2. An affiliated Professor Emeritus/Emerita may apply for external research funding in the name of the University, if the relevant Head of Department approves of such application. If funds are obtained as principal applicant, employment according to what is stated in section 3.4.1. is to apply.
- 3.4.3. What is stated in section 3.4.1. does not constitute a barrier for the Affiliated Professor Emeritus/Emerita to serve at Umeå University, or at another educational institution,
- on the examining committee for the grading of doctoral dissertations,
 - as an referee during expert review in connection with recruitment matters or other matters,
 - as an assistant supervisor in third-cycle education (doctoral education),³
 - or to be engaged with other assignments according to section 3.1
- 3.4.4. In connection with the publication of scientific results generated within the framework of Affiliation as Professor Emeritus or Emeritas at Umeå University, association to Umeå University is expected to be reported, including name of the department/unit.

² See the rule: Employment after retirement on a retirement pension

³ Other conditions for appointment as an academic supervisor in third-cycle educational programmes (doctoral research) are stated in the *Regulations for Doctoral Education at Umeå University*



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Agreement relating to the provision of resources for Affiliated Professor [Emeritus/Emerita] [First Name] [Last Name]

Professor [Emeritus/Emerita] [First Name] [Last Name] has been granted the status of Affiliated Professor [Emeritus/Emerita] by decision of [decision-maker] [date] [J. ref. no.]. The decision relates to the period from [date] until [date]. The affiliation is made to [Department's name].

As provided in section 3.3.5. in Umeå University's *Administrative Procedures for Status as Affiliated Professor Emeritus/Emerita*, a written agreement between the relevant Department/equivalent and the Affiliated Professor Emeritus/Emerita is to be prepared and signed in the event that the Affiliated Professor Emeritus/Emerita is provided additional resources. This document constitutes such an agreement.

Resources

In accordance with the decision concerning the status as an affiliated Professor Emeritus/Emerita, the University provides the following resources for Professor [Emeritus/Emerita] [First Name] [Last Name].

- The affiliation includes a listing in the staff directory, which means that the e-mail address and UMU-ID can be retained, and that the University Library's resources are available.
- Personal injury insurance during working hours and during direct travel between one's residence and workplace.

In addition, [Department name] and Professor [emeritus/emmerita] [first name] [last name] agree that the following resources are to be provided to him/her and the costs of which will be covered by the Department:

- [access to a work computer]
- [access to photocopying, office supplies]
- [access to space in a work office]
- [access to VoIP service, e.g. Skype for Business]
- [access to laboratory space/workstation]
- [any other resource being provided]

Resources that are regarded as being taxable benefits are not provided to the Affiliated Professor Emeritus/Emerita, such as subscriptions for mobile phone service.

Terms and Conditions

The title and status of Affiliated Professor [Emeritus/Emerita] does not constitute an employment relationship at the University and no salary will be paid. However all Affiliated Professor Emeritus/Emerita are obligated to comply with the University's rules and regulations, in general be in compliance with applicable laws and regulations relating to the work environment and safety.

Work computers and other equipment, or anything similar, that are provided to Affiliated Professor Emeritus/Emerita for use as an additional resource must be returned to the University at the latest at when this agreement is no longer in effect or when the Professor Emeritus/Emerita status ceases to be in effect.

In connection with the publication of scientific results generated within the framework of Affiliation as Professor Emeritus or Emeritas at Umeå University, association to Umeå University is expected to be reported, including name of the department/unit.

Period of Validity

This agreement applies for the period from [date] until [date].

[First Name] [Last Name]
Head of Department
[Department Name]

[First Name] [Last Name]
Professor [Emeritus/Emerita]