

# **UNIVERSITY OF DAR ES SALAAM**



## **PROFESSOR EMERITA/EMERITUS RULES**

**[Made under Rule 25 (2) (r) of the Charter of Incorporation  
(University of Dar es Salaam) Rules, 2007]**

**Revised Edition, May 2021**

## **PART 1: INTRODUCTION**

### **Objectives and Reasons**

- 1.1 The "Emerita/Emeritus Professor" status is an honorary title conferred upon an academic of professorial rank in recognition of meritorious service to a University and the value a person has earned due to their record of teaching, research and public service before retirement. Historically, the title was bestowed on Professor who was retiring or retired and not expected to continue in active service. In modern times, however, the awarding of the title "Emeritus Professor" has been used to enable the title holder who has reached retirement age to continue to actively participate in the academic life of the university. Typically, emeritus staff remain active in the life of the university through teaching, lecturing, mentoring, advising faculty staff and research and publication.
- 1.2 Rule 19(h) of the *University of Dar es Salaam Rules, 2007*, establishes the status of *Professor Emerita/Emeritus* as one of the professorial academic ranks at the University of Dar es Salaam. However, hitherto, this position was not operationalised. The objective of promulgating the Professor Emerita/Emeritus Rules is to make provisions on the procedures and criteria for awarding this title and to stipulate responsibilities and entitlements of the holders of the status.
- 1.3 In line with modern trends, the "Emeritus Professor" status at the University of Dar es Salaam will be used for both purposes of recognition and reward of distinguished services and as a strategy for retaining retired distinguished academics in its active service.

### **Title and Commencement**

- 1.4 These Rules shall be cited as the University of Dar es Salaam Professor Emerita/Emeritus Rules and shall come into force immediately upon approval by the University Council.

### **Interpretation**

In these Rules, unless the context otherwise requires:

- 1.5 "Council" means the Council of the University of Dar es Salaam established under the University of Dar es Salaam Charter, 2007;
- 1.6 "Deputy Vice Chancellor" means a person appointed to the position in accordance with the University Charter;
- 1.7 "Head of Unit" means Principal of a College, Dean of School or Faculty or Director of a Centre or Institute as the case may be;
- 1.8 "Professor" means a person appointed as such in accordance with the University Charter;
- 1.9 "Professor Emerita" means a female Professor appointed under these Rules;
- 1.10 "Professor Emeritus" means a male Professor appointed under these Rules;

- 1.11 "Unit" means a College, School, Directorate Institute, Faculty or Centre at the University of Dar es Salaam established in accordance with the University Charter;
- 1.12 "University Charter" means the University of Dar es Salaam Charter, 2007;
- 1.13 "Vice Chancellor" means the person appointed to the position in accordance with the Article 8 of the University Charter;

### **Application**

- 1.14 These Rules shall apply to the conduct and process of engaging Professors Emeritus/Emerita at the University and shall apply to all Units of the University of Dar es Salaam;
- 1.15 The Vice Chancellor shall be responsible for enforcing these Rules;
- 1.16 Where there is inconsistency or conflict between the provisions of these Rules and any written law, Regulation or guidelines relating to the procedure of employment of academic staff at the University, then such law, Regulation or guidelines shall prevail to the extent of the inconsistency or conflict;

### **PART 2: PROCEDURES FOR ENGAGING PROFESSORS EMERITUS/EMERITA**

- 2.1 Any current member of academic staff of the rank of Senior Lecturer and above in the relevant academic unit may propose a retired academic member of staff in the Unit for appointment as an Emerita/Emeritus Professor.
- 2.2 The nomination shall be accompanied by the following information:
  - (a) The name and current address of the candidate
  - (b) Detailed CV and other relevant information
  - (c) Evidence of relevant materials (not materials themselves) such as publications, awards and acknowledgement of outstanding performance
  - (d) A brief statement making a case why the proposed person should be considered for appointment as Professor Emerita/Emeritus.
- 2.3 The proposal must be initiated within two years following retirement. Academic staff who retired in the past who would have been eligible under these Rules may be proposed provided they did not retire or leave the services of the University to take up full-time academic or research positions elsewhere.
- 2.4 On receipt of the proposal, the head of the relevant Department shall seek a written consent of the candidate on her/his willingness to be considered for appointment.

- 2.5 Upon obtaining the written consent referred to in Rule 2.4 above, the Head of Department shall compile a comprehensive report on the candidate, raising issues of concern if any, and submit the same to the Deputy Vice Chancellor – Academic through the Board of the relevant Unit.
- 2.6 The Deputy Vice Chancellor – Academic shall constitute an Assessment Panel, for the purposes of reviewing the proposal to appoint the candidate as Professor Emerita/Emeritus.
- 2.7 The Assessment Panel shall comprise three academic staff members of the rank of Professor from any unit in the University and one of them shall be the Chairperson.
- 2.8 The Assessment Panel shall review the nomination proposal, the departmental report as well as any other relevant information and make recommendations to the Deputy Vice Chancellor - Academic.
- 2.9 The Deputy Vice Chancellor – Academic shall review the report, prepare and table a proposal to the University Senate, which shall make final recommendation to Council for approval.

### **Part 3: ELIGIBILITY CRITERIA**

- 3.1 To qualify for award of the title of Professor Emerita/Emeritus, the person being proposed must have the following qualities:
  - (a) Has been in good academic standing at the time of his or her retirement;
  - (b) Holds the rank of Professor
  - (c) Has been an academic member of staff of the University in any of its Units for a consecutive or cumulative total period of at least fifteen years;
  - (d) Is in the process of retiring or he has retired from employment of the University;
  - (e) Has a strong teaching, postgraduate supervision and staff mentorship record;
  - (f) Has shown outstanding contribution in publications, research, consultancy and public service;
  - (g) Has remained active in research and publication after promotion to the rank of Professor; and
  - (h) Whose general contributions in (e), (f), and (g) above have been to the Unit and the University and are recognized as meritorious as determined by majority vote of the members of the Assessment Panel.

## **PART 4: RESPONSIBILITIES AND PRIVILEGES**

- 4.1 Emerita/Emeritus Professors shall have the following responsibilities:
- (a) Complying with the applicable University policies and procedures;
  - (b) Engaging in support of teaching activities with regard to designing course outlines or curricula, preparation of textbooks etc.;
  - (c) Supervision of postgraduate students and mentoring members of the academic staff;
  - (d) Continuing to publish in accordance with the University of Dar es Salaam publication policy;
  - (e) Serve as reviewers of journal articles and on editorial boards of the journals of the University of Dar es Salaam
  - (f) Writing proposals and project write-ups to seek funding and to obtain scholarships for members of academic staff.
  - (g) Organise and participate in international conferences
  - (h) Be answerable to the respective Head of Department where they are placed.
  - (i) Prepare annually a report of the activities carried out in fulfilment of these responsibilities and submit the same to the DVC - Academic through the heads of Department and the Unit.
- 4.2 Professors Emerita/Emeritus will have the following privileges:
- (a) The name being listed in the University Bulletin and on the University and Unit's web pages.
  - (b) Access to all facilities of the University, including to have a furnished office and supporting infrastructure, access to the library and parking privileges of the regular academic staff.
  - (c) Access to University mailings and electronic messages which are directed to all members of the University, College, School, Institute or Faculty;
  - (d) A University Identification Card that indicates her or his status as 'Emerita'/ 'Emeritus';
  - (e) Attendance to all appropriate social and honorary functions of the University;
  - (f) Any other facilities that may be extended to her/him as Professor Emerita/Emeritus at the University of Dar es Salaam.

## **PART 5: REMUNERATION**

No salary shall be paid to a Professor Emerita/Emeritus, except that:

- (a) Professors Emerita/Emeritus may be remunerated through the research projects that they have secured provided that the remuneration was included in the proposal and was approved by the funder.

- (b) Professors Emerita/Emeritus who undertake University duties may be compensated based on relevant rates approved by the University or Government.
- (c) Professors Emerita/Emeritus will be eligible to apply for funds from the seed money for research activities under the Office of the Deputy Vice Chancellor-Research in accordance with the normal procedures for the purposes of conducting research and to facilitate writing proposals for major projects with a potential to receive significant funding from local and international institutions.

## **PART 6: ATTENDANCE TO MEETINGS**

Professors Emerita/Emeritus shall have the right to attend relevant University meetings and shall have the right to vote like any other staff.

## **PART 7: OTHER SUPPORT BY UNITS**

Units shall organise support services for Professors Emerita/Emeritus by:

- (a) Designating an academic member of staff at the Unit who will support them where necessary;
- (b) providing peer support mechanisms such as regular meetings of Professors Emeritus/Emerita to pool ideas, discuss, problems and solutions.

## **PART 8: TERMINATION OF ENGAGEMENT**

- 8.1 The University may withdraw its offer to engage a Professor Emeritus/Emerita or discontinue the engagement in accordance with the relevant Rules, Policies and applicable laws.
- 8.2 Reasons for terminating Professors Emeritus/Emerita shall include but not limited to:
  - (a) Moral turpitude;
  - (b) Conduct that brings the University into disrepute;
  - (c) Act that warrants formal proceedings as per Public Service Regulations;
  - (c) Where the Professor Emeritus/Emerita resumes or engages in academic activities or gets an academic position in another institution.
  - (d) Gross underperformance of the responsibilities of a Professor Emerita/Emeritus.
- 8.3 A panel shall be constituted to investigate any such allegations and the same body that approves the engagement of the Professors Emeritus/ Emerita shall be responsible for their termination.

## **PART 9: FURTHER DIRECTIVES AND GUIDANCE**

- 9.1 The Deputy Vice Chancellor (Academic) may issue directives and guidance from time to time on the application of the Rules relating to the procedures for appointment, responsibilities and entitlements of Professors Emerita/Emeritus at the University.
- 9.2 Heads of Units may consult the Directorate of Human Resources and Administration for further clarification and guidance in engaging Professors Emeritus/Emerita at their respective Units.