

EMERITI POLICY

Provision for retired academic staff

The following guidelines outline the facilities that can be made available for emeriti.

The Department of Physics works with limited resources. Within those constraints the department seeks to ensure that retired faculty members who wish to remain active within the department are able to do so, and made to feel welcome.

When a member of academic staff is approaching retirement, the Head of Sub Department will write to them to ask if they would like to continue to be involved in the life of the department. The response will then be considered within the three modes as outlined (or indeed to opt out of further involvement if they so wish).

The member's status will typically be reviewed every year, or as appropriate, and departmental policy for provision will be reviewed periodically.

Default provision

The minimum (default) provision for a retired member of the Physics Department is:

- Computer account using Physics email address
- Access to seminars and events
- Access to departmental buildings via University card
- Reasonable provision of stationery, printing and photocopying facilities

Active involvement without research expectations

If a retired member of staff is still actively engaged in activities such as occasional casual teaching or outreach, the department may be able to offer access to shared office space (subject to availability), although this may be on a 'hot-desking' basis.

Active involvement with research expectations

If the retired member of staff wishes to continue with their research activity the following support may be available:

- Access to shared office space, subject to availability, although this may be on a hot-desking basis.
- Where appropriate, and subject to the terms and conditions of the university's travel insurance policy, emeriti may be covered for travel insurance when travelling on university business as a volunteer.

A retired member may not have their own laboratory space or supervise research staff or students except under the following provision. On the basis of a recommendation from the HoSD and letter of support from the host PI, PMC may give permission for the retired member to be hosted within another research group. The case for support should include evidence of prior collaboration between the retired member and host PI, that the contribution will enable the science of the host PI, and that the collaboration is likely to result in successful funding bids that will contribute towards the costs of any space required. Under this provision the retired member may share supervision of staff and students and make use of laboratory facilities on condition that:

- PDRAs are formally line managed by the host PI
- DPhils are co-supervised by the host PI, and formal supervisory responsibilities sit with them
- Responsibility for contractual T&Cs relating to grants sits with the host PI
- Health and safety responsibilities sit with the host PI

In compliance with the [University EJRA policy](#), those beyond the EJRA (original or extended) cannot be employed by the department.

The department is unable to provide administrative support for any of the modes except by prior agreement with the Head of Sub Department.