
University of Dar es Salaam



PROFESSOR EMERITUS/EMERITA RULES

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

Approved by the 255th UDSM Council at its Meeting held on 4th July, 2019

PART 1: INTRODUCTION

Title and Commencement

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

Interpretation

In these Rules, unless the context otherwise requires:

- 1.2 "Council" means the Council of the University of Dar es Salaam established under the University of Dar es Salaam Charter, 2007;
- 1.3 "Deputy Vice Chancellor" means a person appointed to the position in accordance with the University Charter;
- 1.4 "Professor" means a person appointed as such in accordance with the University Charter;
- 1.5 "Professor Emerita" means a female Professor appointed under these Rules;
- 1.6 "Professor Emeritus" means a male Professor appointed under these Rules;
- 1.7 "Unit" means a College, School, Institute, Faculty or Centre at the University of Dar es Salaam established in accordance with the University Charter;
- 1.8 "University Charter" means the University of Dar es Salaam Charter, 2007;
- 1.9 "Vice Chancellor" means the person appointed to the position in accordance with the Article 8 of the University Charter;

Application

- 1.10 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;
- 1.11 The Vice Chancellor shall be responsible for enforcing these Rules;
- 1.12 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 The Head of a Unit shall establish an assessment Panel (comprising of at least 4 senior members) for purposes of reviewing proposed persons to be engaged as Professors Emeritus/Emerita at their respective Units.
- 2.2 In proposing persons for the position of Professor Emeritus/Emerita, the Panel shall, *inter alia*, consider that the person being proposed has the following qualities:
- (a) Has been in good standing at the time of his or her retirement;
 - (b) Holds the rank of Professor and has been a member of the Unit for at least fifteen years;
 - (c) Is in the process of retiring from employment of the University or has retired and the Unit where he is/had been employed has indicated the desire to appoint him/her as Professor Emeritus/Emerita;
 - (d) Has shown outstanding contribution in publications, research, consultancy and public service; and
 - (e) Whose general contributions in (d) above have been to the Unit and the University and are recognized as meritorious as determined by majority vote of the members of the Panel.
- 2.3 The Deputy Principal/Associate Dean/Deputy Director shall be the Convenor of the Panel. The Deputy Vice Chancellor (Academic) shall set rules of procedure to guide the selection process.
- 2.4 The record of the deliberations of the Panel shall be tabled at College/School/Directorate Board for approval and forwarded to the Deputy Vice Chancellor (Academic) with the proposal to engage any identified Professor Emeritus/Emerita at the Unit.
- 2.5 The Head of the department shall provide a report on the activities and other assignments allocated to Professors Emeritus/Emerita engaged. Such report

shall, *inter alia*, raise issues of concerns, if any, on the operational aspects of engaging such Professors in the Unit.

PART 3: RESPONSIBILITIES AND ENTITLEMENTS

- 3.1 Emeritus/Emerita Professors shall abide to and will be bound with the applicable University policies and procedures.
- 3.2 Emeritus/Emerita Professors may be required to supervise postgraduate students, mentor members of the academic staff, write proposals and project write-ups to seek funding and to obtain scholarships for members of academic staff.
- 3.3 The Deputy Principal/Associate Dean/Deputy Director of the Unit, in consultation with the relevant Head of Department, shall be responsible of initiating and overseeing the engagement of Professors Emeritus/Emerita at the Units where the need arises.
- 3.4 Professor Emeritus/Emerita would be entitled to the following:
 - (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) An appropriate 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 his or her status as 'Emeritus/Emerita';
 - (e) Attendance to all appropriate social and honorary functions of the University;
 - (f) Any other facilities that he or she is entitled to by virtue of being a member of the academic staff of the University of Dar es Salaam.

PART 4: REMUNERATION

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

- (a) Professors Emeritus/Emerita 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 Emeritus/Emerita who undertake University functions may be compensated based on relevant rates approved by the University or Government.
- (c) Professors Emeritus/Emerita will be facilitated to write proposals for research or related projects which shall count as seed money for the fulfilment of the purpose of the established position.

PART 5: OTHER EXPECTATIONS OF THE PROFESSORS EMERITUS

- 5.1 A Professor Emeritus/Emerita may be involved in conducting induction courses for members of academic staff in publication of journal articles, editing, moderating, marking and assessment of examinations and preparation of research projects for funding;
- 5.2 Professors Emeritus/Emerita shall be required to update themselves in relation to developments and emerging issues in their areas.

PART 6: ATTENDANCE TO MEETINGS

Professors Emeritus/Emerita 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 Emeritus/Emerita by:

- (a) nominating 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: TERMINATING ENGAGEMENTS

- 8.1 The University may withdraw its offer to engage a Professor Emeritus/Emerita or discontinue the engagement in accordance with the relevant and 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.
- 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 from time to time on the procedure and entitlements related to engagement of Professors Emeritus/Emerita at the University.
- 9.2 Heads of Units may consult the Directorate of Human Resources for further clarification and guidance in engaging Professors Emeritus/Emerita at their respective Units.