
GUIDELINES FOR HEADS OF DEPARTMENT - EMERITUS

AT HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management team,
Health, in force from 1 May 2024



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1. General information about honorary titles

1.1 Delegation

Rector has delegated responsibility for appointments and awarding honorary titles at Health to the Dean of Health, including ensuring that both are done in accordance with relevant legislation, rules and guidelines. The dean has delegated responsibility for awarding the title 'emeritus' to the Heads of Department in accordance with these faculty guidelines.

1.2 Scope of the guidelines

These guidelines cover the conferment of the honorary title of professor/associate professor emeritus at Aarhus University (AU), Health. At AU, it has been decided that the title 'emeritus' will be used as the default title, regardless of a person's gender. If a female emeritus wishes to use the title emerita, she should advise the department and it will be included in the agreement.

1.3 Target group and legal framework

The target group for these guidelines is Heads of Department at Health. These guidelines are based on current legislation and guidelines, including [AU's guidelines for emeritus affiliation at Aarhus University](#).

1.4 Purpose of emeritus affiliations

The purpose of an emeritus arrangement between a retired employee and a department is to maintain good and mutually beneficial contact between the emeritus and the department. The department can continue to draw on the professional knowledge and capacity of the emeritus. The emeritus can apply for access to resources at the department and can remain in the academic environment if this is physically possible.

1.5 What is an emeritus affiliation?

Emeritus status is an unpaid affiliation. Emeritus affiliations are conditional upon the arrangement being of mutual interest to both the former employee and the university. The former employee is therefore expected to contribute actively to activities at the department. An emeritus agreement is mutual and cannot be established unilaterally by one of the parties. Retired members of staff are not automatically entitled to emeritus status, even if other former members of staff already have an emeritus.

An emeritus agreement is drawn up immediately after a late-career dialogue and in connection with the transition to retirement. The future emeritus and the Head of Department draw up an agreement specifying the timeframe, tasks and resources described in sections 1.6, 1.7. and 1.9. HR then prepares an affiliation letter for the emeritus based on information from the department.

1.6 Timeframe of the emeritus agreement

An emeritus agreement usually has a term of 1-3 years, with the possibility of extending for one year at a time. The agreement will be extended if it is in the interests of the department. The Head of Department is responsible for regularly assessing whether AU still has an interest in maintaining an emeritus affiliation. If the Head of Department deems it appropriate to end the affiliation, the emeritus agreement will be terminated by the university. If it is considered appropriate to extend the agreement, the immediate manager will recommend the extension to the Head of Department.

1.7 Examples of tasks for an emeritus

An emeritus can carry out the following tasks:

- Publish in academic journals as a member of a department
- Finish a specific research project
- Participate in research collaborations

- Participate in conferences
- Give guest lectures
- Co-supervise (Bachelor's, Master's and PhD students)
- Be a member of an assessment committee for PhD assessments (but not chairman) based on an individual assessment
- Assist with practical exercises at the department
- Take on responsibilities in a library or laboratory
- Take on responsibilities at a museum
- Assist in recruitment (search committees)

The specific tasks of the emeritus will be agreed with the Head of Department and will be stated in the agreement.

1.8 Tasks an emeritus cannot perform

- An emeritus cannot be a grant holder. The Head of Department will decide who takes over any grant rights
- An emeritus cannot be part of an assessment committee for the recruitment of academic staff

1.9 Resources that can be made available to an emeritus

In agreement with the Head of Department, the future emeritus can:

- Use their title of professor/associate professor emeritus at Aarhus University and continue to be represented on the department's website
- Keep their AU email address
- Have access to a computer and email with support from AU IT
- Have access to relevant systems
- Receive a keycard to access relevant buildings
- Be provided a workstation at the department, depending on availability
- Receive secretarial assistance to the extent capacity allows
- Have other facilities at their disposal, such as a laboratory, to the extent capacity allows
- Continue to draw on department resources (office supplies, phone etc.) when performing tasks for the department

1.10 Remuneration

An emeritus does not receive remuneration for his/her emeritus affiliation or the associated responsibilities. If, in exceptional circumstances, the emeritus is asked to take on a major task such as teaching a course or conducting teaching exercises, then remuneration will be in accordance with the relevant collective agreement.

Remuneration will be at teaching assistant rates. Pay rates can be accessed on the website:

[Salary rates and salary table \(au.dk\)](#)

1.11 Insurance

Consolidated Workers' Compensation Act (*Arbejdsskadesikringsloven*)

An emeritus is not employed by Aarhus University and is not automatically covered by the university's obligations under the Danish Workers' Compensation Act (*arbejdsskadesikringsloven*). He/she may be covered by the Act if an individual assessment concludes that the department has authority to instruct the person in question and that the department/centre derives value from the work he/she performs.

Travel insurance

If an emeritus participates in a conference or similar activity abroad on behalf of a department, and the trip is financed by the university, he/she can apply for insurance cover under the department's travel insurance scheme. Visit the [travel insurance \(au.dk\) website](#) for more information about travel insurance.

2. Checklist for the affiliation process

AGREEMENT ON EMERITUS STATUS	
Head of Department	The Head of Department and employee discuss the possibility of an emeritus affiliation and align expectations regarding the timeframe of the affiliation and the tasks and resources related to it. This can be done during a late-career dialogue, for example. The employee informs the Head of Department about their choice of title: professor emeritus, professor emerita, associate professor emeritus or associate professor emerita.
AFFILIATION	
Head of Department	<p>Submits the recommendation via the employee registration system <i>medarbejderstamkortet</i> and forwards it to HR so they can prepare and file an affiliation letter.</p> <p>A recommendation must contain the following information:</p> <ul style="list-style-type: none"> • Name and title of the person being recommended for emeritus status • The timeframe of the affiliation • Description of the tasks the emeritus is expected to undertake during the affiliation period • Description of the resources that will be made available to the emeritus during the affiliation period <p>There is more information on how to enter information in the employee registration system in the guidelines for employee registration system.</p>
HR	Prepares the affiliation letter and sends the letter to the emeritus.
OTHER	
HR	Makes the necessary registrations in the HR system and files the relevant personnel case files in Workzone.
Head of Department	Ongoing dialogue between the emeritus and Head of Department, including possible extension agreement when the emeritus agreement nears expiry.