

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



RULES FOR RECOGNITION OF MUHAS RETIRED PROFESSORS AS “PROFESSOR EMERITA/EMERITUS”

**Made under Section 20 (1) (c) of the Universities Act, No. 7 of 2005
and
Part I Article 2(1) and Part III Article 18(1)(h) of the Charter of
Incorporation (Muhimbili University of Health and Allied Sciences) Rules,
2007**

January 2020

PART 1: INTRODUCTION

Historical note

The word "Emeritus" is a Latin past participle of the verb "emereri", meaning "to serve out one's term," and was originally used to describe soldiers who had completed their duty. "Emeritus" is used for a male, and "emerita" for a female. By the early 18th century, the word "emeritus" was used as an adjective to refer to retired chairpersons, notably professors, who have been "permitted to retain as an honorary title the rank of the last office held". Later on, the word came to be applied to other professions such as religious leaders, where a retired member may continue to hold "emeritus" title in an honorary capacity.

Many Universities worldwide have established the positions of Professor Emerita/Emeritus. As Universities in Tanzania continue to grow, a significant number of professors are retiring some of whom are willing to continue to contribute meaningfully to academic advancement of their Universities. In recognition of this need, Muhimbili University of Health and Allied Sciences (MUHAS) proposes to establish positions of Professors Emerita/Emeritus for individuals who meet the criteria set by the University. The purpose of these Rules is therefore to set criteria and procedures for the award of the title Professor Emerita/Emeritus to deserving faculty of MUHAS.

Title

- 1.1 These Rules shall be cited as the Muhimbili University of Health and Allied Sciences (MUHAS) Professor Emerita/Emeritus Appointment Rules.

Interpretation

In these Rules, unless the context requires and states otherwise:

- 1.2 "Council" means the Council of MUHAS established under the MUHAS 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" a male Professor appointed under these Rules.
- 1.7 "Unit" means a School, Institute, or Directorate at MUHAS established in accordance with the University Charter.
- 1.8 "University Charter" means the MUHAS Charter, 2007.
- 1.9 The "University" means MUHAS.
- 1.10 "Vice Chancellor" means the person appointed to the position in accordance with Part II Article 4(1) of the MUHAS Charter and Part III Article 36(2)(a) of the Universities Act 2005.

Application

- 1.11 These Rules shall apply to the conduct and process of engaging Professors Emerita /Emeritus at MUHAS and shall apply to all Units of the University.
- 1.12 The Vice-Chancellor shall be responsible for enforcing these Rules.

PART 2: PROCEDURES FOR ENGAGING PROFESSORS EMERITA/ EMERITUS AT MUHAS

- 2.1 The Dean/Director of the Unit, in consultation with the relevant Head of Department, shall be responsible for initiating and overseeing the engagement of Professors Emerita/Emeritaus at the Units where the need arises.
- 2.2 The identified candidate should provide a written consent to show willingness to be considered for engagement.
- 2.3 The Head of the department shall provide a report to the head of the Unit on the teaching activities and other assignments allocated to Professors Emeritus/Emerita to be engaged. Such report shall, *inter alia*, raise issues of concerns, if any, on the operational aspects of engaging such Professors in the Unit.
- 2.4 Heads of Units may consult the Directorate of Human Resources for further clarification and guidance in engaging Professors Emerita/Emeritus at their respective Units.
- 2.5 All Units shall establish an Assessment Panel (comprising of at least four senior academic staff) for purposes of reviewing proposed persons to be engaged as Professors Emerita /Emeritus at their respective Units.
- 2.6 The Dean/ Director shall be the Convenor of the Assessment Panel. The Panel shall follow these rules, and ensure that the selection and assessment process shall be done in a transparent manner.
- 9.1 The record of the deliberations of the Assessment Panel shall be tabled at the Board of the Unit for approval and forwarded to the Deputy Vice Chancellor-Academic, Research and Consultancy (DVC-ARC) with the proposal to engage any identified Professor Emerita/Emeritus at the Unit. The DVC-ARC may issue directives from time to time on the procedure of engaging Professors Emerita/Emeritus at the University.
- 2.7 The DVC-ARC shall table the proposal at the University Senate that shall make recommendations to the Chairperson of the Appointments and Human Resource Management Committee (AHRMC).
- 2.8 Recommendations of the AHRMC meeting shall be submitted to the University Council for approval.
- 2.9 Proposals to modify the criteria for conferring the title of Professor Emerita/Emeritus shall be considered by the Council on the recommendation of the Chairman of AHRMC, after getting recommendations from the Senate.

PART 3. ELIGIBILITY CRITERIA

- 3.1 In proposing persons for the position of Professor Emerita/Emeritus, the Assessment Panel shall, *inter alia*, consider that the person being proposed has the following qualities:
 - a. Has been in good professional conduct at the time of his or her retirement.
 - b. Holds the rank of Professor
 - c. Has been a member of staff for the Unit continuously for a minimum of fifteen years.
 - d. Nominees who have had breaks in service may be considered for the position of Professor Emerita/Emeritus if they have had a continuous association with the University during the period of the break.

- e. Is in the process of retiring from the 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 Emerita/Emeritus.
- f. Has made a distinguished contribution to teaching, research and public service in their chosen academic field, and in service to the University in general.
- g. Has demonstrated ability to secure/attract grants and projects/consultancy and supervision of MSc/PhDs.
- h. Has remained active in research and publications after promotion to full professor.
- i. Whose general contributions in (f) above have been to the Unit and the University and are recognized as meritorious as determined by a majority vote of the members of the Assessment Panel.

PART 4: RESPONSIBILITIES AND ENTITLEMENTS

- 4.1 Emerita/Emeritus Professors shall have the following responsibilities:
 - a. abide to and will be bound with the applicable University policies and procedures. The engagement of Professors Emerita/Emeritus shall extend to designing course outlines or curriculum. Professors Emerita/Emeritus shall also be assigned coordination of courses in the Units.
 - b. be engaged in conducting lectures, tutorials, seminars, setting tests and examinations, and marking coursework and examinations mainly for postgraduate students.
 - c. 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.
 - d. be answerable to the respective Head of Department where she/he is placed.
- 4.2 A Professor Emerita/Emeritus would be entitled to the following:
 - a. Listing of the name in the University Prospectus and on the University and Unit's web pages.
 - b. Access to all facilities of the University, including having 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, Directorate, School or Institute;
 - d. A University Identification Card that indicates his or her status as 'Emerita/Emeritus'.
 - 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 MUHAS.
 - g. Attendance to University-wide meetings and shall have the right to vote.

PART 5: EXPECTATIONS OF THE PROFESSORS EMERITA/ EMERITUS

- 5.1 Professors Emerita/Emeritus shall be expected to be conversant in current developments and emerging issues in their areas of specialization.
- 5.2 Professors Emerita/Emeritus may be involved in any curriculum/module/programme development/review.
- 5.3 Professors Emerita/Emeritus may be involved in conducting induction courses for academic members of staff in the grant applications, scholarly writing, and good professional practice.
- 5.4 Professors Emerita/Emeritus shall be expected to maintain their honorary status and may not serve as part time employees of the University.
- 5.5 Once appointed by MUHAS, Professors Emerita/Emeritus shall not concurrently hold an award of Professor Emerita/Emeritus from another higher learning institution.

PART 6: REMUNERATION

Professors Emerita/Emeritus shall not be paid salary except that:

- 6.1 They shall be remunerated through research/consultancy grants that they have secured provided that the remuneration was included in the proposal and approved by the funding source.
- 6.2 Those who are assigned University functions shall be compensated in accordance with the rates, terms and conditions approved by the University or the Government.
- 6.3 They may wish to be engaged on a voluntary basis without need for any remuneration.

PART 7: TERMINATING ENGAGEMENTS

- 7.1. The University Council retains the right, at its discretion, to withdraw its offer to engage a Professor Emerita/Emeritus in teaching or provision of technical assistance if it considers that the individual is not acting in the spirit of the appointment and in accordance with the relevant and applicable laws and Rules.
- 7.2. Reasons for terminating engagements of Professors Emerita/Emeritus shall include but not limited to the following:
 - a. Conducts that brings the reputation of the University into disrepute.
 - b. Inappropriate ethical/moral conduct.
 - c. Acts that contravene Public Service Regulations and warrant formal proceedings.
 - d. Engagement in academic position Professor Emerita/Emeritus in another institution.
 - e. Poor performance (an average score of ≥ 3) as assessed by OPRAS in the respective Department.
 - f. Inability to perform his/her duties as Professor Emerita/Emeritus due to protracted illness or any other cause.
 - g. Professors Emerita/Emeritus voluntary request for termination
- 7.3. The same body that approves the engagement of Professors Emerita/Emeritus shall be responsible for their termination.

PART 8: APPEAL AGAINST TERMINATION OF ENGAGEMENT

- 8.1 Professors Emerita/Emeritus may appeal against a decision to terminate their engagement if they are dissatisfied with the decision on termination.
- 8.2 Professors Emerita/Emeritus wishing to appeal should write an appeal letter to DVC-ARC, describing clearly the reason(s) for the appeal.
- 8.3 DVC-ARC shall direct the Assessment Panel responsible for engagement of Professors Emerita/Emeritus to investigate any such allegations and submit its report to DVC-ARC.
- 8.4 DVC-ARC shall submit the report of the Panel to the University Senate which shall make pertinent recommendations to the Chairman of AHRMC.
- 8.5 Recommendations of the AHRMC shall be submitted to the University Council for approval.

PART 9: STATUS OF THE RULES

These are new Rules.

PART 10: KEY STAKEHOLDERS

The main stakeholders of this policy are:

- a. All MUHAS academic staff
- b. Heads of Academic Departments
- c. Deans and Directors

PART 11: APPROVAL AND COMMENCEMENT

The Rules for engaging Professors Emerita/Emeritus were approved by the Council at its 55th meeting held on 27th February, 2020 and come into force immediately thereafter.

PART 12: RELATED RULES

MUHAS Guidelines for Recruitment, Performance Assessment and Promotion or Ranking of Academic/Teaching Staff, 2018

PART 13: RELATED DOCUMENTS

- 13.1 MUHAS Charter of Incorporation, 2007
- 13.2 The Tanzania Universities Act 2005.

PART 14: NEXT REVIEW DATE

The MUHAS Rules for engagement of Professors Emerita/Emeritus will be reviewed after every three years.

PART 15: OWNER OF THE RULES

The University Council shall own the MUHAS Rules for engagement of Emerita/Emeritus.

PART 16: CONTACT PERSON

Any queries regarding the content of these Rules or need for further clarification should be directed to:

The DVC-ARC, Muhimbili University of Health and Allied Sciences,
P.O. Box 65001, 9 United Nations Road, Upanga West, Dar es Salaam, Tanzania.