



Emeriti Policy, Faculty of Archaeology

We present here instructions and additions which apply to emeriti of the Faculty of Archaeology, as a follow-up to the Executive Board's decision on "emeriti facilities" (see letter dated 8th August 2017, attached as an appendix),

No later than six months prior to retirement age, a discussion will take place between the retiring professor and the Dean. In the absence of the Dean, this conversation may be arranged with the Research Director, or the Executive Dean. Minimally, the following topics should be discussed:

1. Research

- a. Professors who continue to lead a research project, funded from second or third flow streams, after the state retirement age, retain the right to manage research budgets via *Self Service* and to organize R&D interviews with PhD students. This to a maximum of 5 years after reaching the state pension age. Retired professors wishing to begin a new project during this five year period, are required to discuss this in advance with the Research Director. If a positive signal is given, there will be a second conversation with the Executive Dean, reviewing the implications for HR and for finance;
- b. If professors wish to transfer their research after reaching their state retirement age, agreements must be made about this;
- c. *Ius promovendi* applies for up to 5 years after reaching the state pension age. It is desirable that during the meeting with the Dean (see above) an overview is presented, indicating which doctoral students are still being supervised. It is not possible to appoint new PhD students without the Dean's permission. If the expected promotion date falls after the expiration of *ius promovendi*, a new promoter and possibly a new supervisor must be appointed.

2. Education

- a. In exceptional cases, and with the approval of both the holder of the Education Portfolio and the Director of Education, the emeritus may continue to be active in teaching for up to 5 years after reaching the state pension age;



Blad 2/2

3. Facilities (see also letter dated 8 August 2017, added as an attachment)

- a. Emeriti who are present on average more than 3 days a week may be given a fixed workplace, in accordance with the guidelines of the university for workplaces. Other emeriti may use a flexible workplace;
- b. After reaching the state pension age, a professor will be listed on the website as "emeritus professor". Should the person concerned require that the listing on the website is "professor", she or he must submit a motivated request to HRM;
- c. For access to the library and any work folders, see attachment.

4. Finance

- a. During the period of *ius promovendi*, the emeritus professor will be allocated a budget of 2000 euros per year. This budget comes from the material budget of the Department, which is compensated for this from central budgets. The emeritus professor may use this budget according to the guidelines of the university, with regard to purchasing and declarations.

5. Other Matters

- a. The emeritus professor will no longer participate in department meetings or other consultations, unless explicitly invited. Although it is acknowledged that emeriti have made an enormous contribution to the faculty, and have a wealth of experience and expertise, room needs to be created for younger staff to develop independently;
- b. The emeritus professor is registered in SAP as an unpaid emeritus professor in the department where she/he worked.