Applying for Emeritus Status

UHAP 3.1.04 for Emeritus Faculty Status
UHAP 4A.1.01 for Continuing Status Academic Professional Employees
Rev. 7/2014

With the approval of the President, faculty who retire from the University in good standing after serving 15 years or more may be given the title of emeritus. This status also may be granted to other retiring faculty upon recommendation of their immediate administrative head and dean and the endorsement of the President.

Emeritus faculty will be entitled to library services, email, and access to parking privileges, as well as all other benefits which may be granted by the University to retirees. Departments will endeavor to meet reasonable scholarly and academic needs of emeritus faculty in a manner consistent with continuing contributions to the mission of the department and University, within limits governed by the availability of resources, and balanced against other needs and priorities. Each department will negotiate specific agreements for each individual case, for a specific period of time, and document these agreements in writing.

Emeritus status is granted and continued at the discretion of the President and may be withdrawn when circumstances warrant. Emeritus faculty who do research or conduct other University business will be held to the same standards of responsible conduct as any other faculty and will face the same sanctions as other faculty when they do not follow compliance guidelines.

Requesting Title Change to Emeritus

The following documents should be submitted to the Office of Provost, Attention Faculty Affairs, Administration Building Room 512, P.O. Box 210066.

☐ Faculty member’s current CV
☐ Letter of support from the Department Head addressed to the Dean
☐ Dean’s endorsement

The request is reviewed by the Vice Provost for Faculty Affairs. Recommendations for emeritus status are forwarded to the Executive Office of the President. Original emeritus award letters are sent directly to the faculty member and copies are sent to the colleges for processing. The department must complete the termination/retirement form in UAccess and provide a copy of the emeritus letter to systems control.

For questions about emeritus requests, please call Faculty Affairs at 626-0202.