

SUBJECT: Faculty Emeritus Status	Effective Date: 1-12-06	Policy Number: 4-502.1	
	Supersedes: 4-502	Page 1	Of 3
	Responsible Authority: Provost and Executive Vice President		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all UCF faculty members who wish to be considered for an emeritus status appropriate to their rank or position.

POLICY STATEMENT:

Faculty who wish to be considered for emeritus status must be retiring or have retired from UCF, have been a permanent employee at UCF for a minimum of five years, have tenure at UCF, and have held the rank of professor or associate professor at UCF for a minimum of five years immediately prior to retirement.

Non-tenure track faculty who wish to be considered for emeritus status must be retiring or have retired from UCF, have been a permanent employee of UCF for a minimum of five years, and hold the rank of professor, associate professor, university librarian, or associate university librarian at UCF for a minimum of five years immediately prior to retirement.

An applicant for emeritus status must have made major professional contributions while at UCF, remained active, and achieved eminence so that the title Emeritus will be an honor to the individual and to the university.

PROCEDURES:

Nominations or applications are made to the head of the unit with which the candidate is affiliated. The candidate will provide to the unit head a current curriculum vitae and other evidence to support the major professional contributions and university activities

accomplished by the candidate while on the UCF faculty. The unit head will present the candidate's dossier to the unit faculty and a vote will be taken. The results of the vote and the candidate's dossier will be forwarded to the unit's responsible administrator, which is in most cases a dean. The administrator will forward all information for all nominations with the administrator's comments to the chair of the Commencements, Convocations, and Recognitions Committee by February 1.

The Commencements, Convocations, and Recognitions Committee will consider the merits of each individual's application as documented by the nominee, faculty vote, unit chair, and responsible administrator.

The chair of the Commencements, Convocations, and Recognitions Committee will transmit the committee's recommendation to the provost, who, in turn, will make recommendations to the president. The president will determine the awarding of emeritus status, considering all the evidence assembled.

The chair of the Commencements, Convocations, and Recognitions Committee will inform the chair of the Faculty Senate of the president's recommendation. No award will be considered final and official until it is formally announced by the president.

RELATED DOCUMENTS:

UCF Faculty Senate Resolution 1994-1995-9

http://pegasus.cc.ucf.edu/~fsenate/resolutions/1994-1995_resolutions.html

INITIATING AUTHORITY: Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-502.1	
Initiating Authority: <u>[Signature]</u>	Date: <u>1/19/06</u>
Policies and Procedures Review Committee Chair: <u>Beth Barnes</u>	Date: <u>Jan. 17, 2006</u>
President or Designee: <u>John C. Hill</u>	Date: <u>1/20/06</u>