

<b>SUBJECT:</b> Emeritus Status	<b>Effective Date:</b>  11/28/2016	<b>Policy Number:</b>  4-502.2	
	<b>Supersedes:</b> 4-502.1	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> President		

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 4/28/2005**

**APPLICABILITY/ACCOUNTABILITY**

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

**POLICY STATEMENT**

The title emeritus is provided to individuals who have achieved eminence, and it serves as an honor to the individual and to the university. Faculty members and vice presidents who wish to be considered for emeritus status must:

- apply within five years after retiring from UCF;
- be fully retired and not within DROP or phased retirement;
- have been a permanent employee at UCF for a minimum of five years;
- have held the rank of professor, associate professor, university librarian, or associate university librarian for five years or have held the equivalent rank of professor or associate professor a minimum of five years if non-tenured immediately prior to retirement;
- have an established record of distinguished performance in teaching, research, scholarship, or other professional achievement including contributions and service to UCF and the UCF community.

The president may grant (or deny) emeritus status on an exception basis and may rescind emeritus status at any time.

## **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 an application that contains the specific title sought by the applicant, a one page summary of accomplishments, current curriculum vitae, and other evidence to support the major professional contributions and university activities while at UCF. The unit head will present the candidate's application to the tenured and tenure-earning unit members, and a vote will be taken. The results of the vote and the candidate's application will be forwarded to the dean or equivalent administrator. The dean or equivalent administrator will provide a detailed letter including the support or lack of support for the candidate's application, the results of the vote, and supporting information regarding the appropriateness of the award to Faculty Excellence by February 1.

An advocate who is educated on the merits of the candidate will present the candidate's application to the committee. The Commencements, Convocations, and Recognitions Committee will consider the merits of each application as documented by the nominee, member vote, and responsible administrator. Only faculty members on the committee may vote on applications for emeritus status.

The chair of the Commencements, Convocations, and Recognitions Committee will transmit the committee's recommendation to the provost or appropriate vice president, 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 or appropriate vice president of the president's recommendation. No award will be considered final and official until it is formally announced by the president. Candidates will be notified in writing of the decision to award or not award emeritus status by the chair of the Commencements, Convocations, and Recognitions Committee. If awarded, the title of emeritus status shall be placed after the functional title of the awardee.

## **PRIVILEGES**

Individuals awarded emeritus status will be afforded the following privileges:

- use of the John C. Hitt Library,
- computer account for email,
- departmental office space where possible and requested,
- conducting university or departmental seminars by mutual agreement,
- status as a non-voting ex-officio member of her or his department, and
- exemption from parking fees.

**RELATED DOCUMENTS**

UCF Faculty Senate Resolution 1994-1995-9:

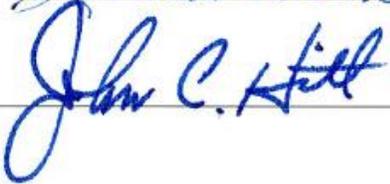
[http://facultysenate.ucf.edu/resolutions/1994\\_1995/index.asp](http://facultysenate.ucf.edu/resolutions/1994_1995/index.asp)

UCF Faculty Senate Resolution 2011-2012-6:

[http://facultysenate.ucf.edu/resolutions/2011\\_2012/index.asp](http://facultysenate.ucf.edu/resolutions/2011_2012/index.asp)

**INITIATING AUTHORITY**

President

<b>POLICY APPROVAL</b> <b>(For use by the Office of the President)</b>	
Policy Number: 4-502.2	
University Policies and Procedures Committee Chair:	 Date: <u>11/23/16</u>
President or Designee:	 Date: <u>11/28/16</u>

History 4-502 4/28/2005; 4-502.1 1/12/2006