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

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

The title emeritus may be provided to retired faculty, or in anticipation of the retirement of a faculty member, effective upon full retirement from the university who have achieved a distinguished record of research, teaching and/or service during their academic careers. The title serves as an honor to the individual and to the university.

This policy applies to all UCF faculty members as defined in the Faculty Senate Bylaws, as well as, instructional specialists and instructional designers, who wish to be considered for an emeritus status appropriate to their rank or position, and who:

- apply within two years before retiring from UCF, or up to five years after retiring from UCF (where retiring means the following:
- have met the retirement eligibility criteria for the retirement plan in which they are currently participating (Florida Retirement System Pension Plan, Florida
Faculty Emeritus Status

To be considered for Emeritus Status, candidates must meet the following criteria:

- Retirement System Investment Plan, or the State University System Optional Retirement Program; and
- have completed and submitted all applicable retirement paperwork to the UCF Human Resources Benefits Section before their retirement date;
- have been a permanent employee at UCF for a minimum of five years;
- 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 during the Fall semester to the head of the unit with which the candidate is affiliated. The candidate, or nominator 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 distinguished professional contributions and university activities while at UCF.

The unit head will present the candidate’s application to the unit members, and a secret vote by all voting members of the unit (as defined by the unit’s bylaws) will be taken. The results of the vote and the candidate’s nomination 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 nomination, the results of the vote, and supporting information regarding the appropriateness of the award to Faculty Excellence by the end of the Fall semester.

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

The chair of the Commencements, Convocations, and Recognitions Committee will transmit the committee’s recommendations to the provost and vice president of Academic Affairs, who, will review and 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 determination. 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.

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PRIVILEGES

Individuals awarded emeritus status will be afforded the following privileges, in addition to the privileges afforded to all retired employees (University Benefits for Retired Employees Policy 3-001)

- use of university affiliation in all publications and other works
- a UCF sponsored email account (subject to UCF Email Provisioning, De-provisioning, and Use Policy 4-016);
- emeritus university ID card;
- shared unit office or laboratory space where available and requested (for a defined period of time);
- the opportunity to conduct university or unit seminars by mutual agreement,
- status as a non-voting ex-officio member of the unit from which they retired as defined by unit bylaws;
- invitations to academic and university functions in their areas of interest;
- the opportunity to march in academic processions with other faculty, such as commencement ceremonies;
- faculty and staff privileges that require an ID card.

Faculty emeritus may not represent themselves as current UCF employees. In the absence of express written permission, faculty emeritus may not engage in negotiations with or submit proposals to third parties on behalf of UCF.

If awarded, the title that the emeritus faculty members may hold is of the form “last rank or title held, Emeritus”, for example Pegasus Professor Emeritus, Associate Professor Emeritus, Associate Research Professor Emeritus, Instructor Emeritus, or Associate University Librarian Emeritus, etc.

RELATED DOCUMENTS

UCF Faculty Senate Resolution 1994-1995-9: 
UCF Faculty Senate Resolution 2011-2012-6: 
UCF Faculty Senate Resolution 2017-2018-13; 
INITIATING AUTHORITY  Provost and Vice President for Academic Affairs

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 4-502.3

Initiating Authority: ___________________ Date: 12/5/2019

University Policies and Procedures Committee Chair: ___________________ Date: 11/20/19

President or Designee: ___________________ Date: 12/9/19

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