APPLICABILITY/ACCOUNTABILITY

This policy applies to all UCF vice presidents and senior administrators who wish to be considered for an emeritus status appropriate to their 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. Vice presidents and senior administrators who wish to be considered for emeritus status must 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 Retirement System Investment Plan, or the State University System Optional Retirement Program);
- 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; and
- have an established record of distinguished 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 are made to the Office of the President. The candidate or nominator will provide a nomination that contains the specific title sought by the applicant, a one-page summary of accomplishments, current resume or curriculum vitae, and other evidence to
support the distinguished professional contributions and university activities while at UCF.

These nominations will be forwarded directly to the president for review and consideration. The Office of the President will notify Faculty Excellence when a candidate is selected in order to maintain a complete list of all university personnel who have been awarded emeritus status.

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;
- unit office space where possible and requested (for a defined period of time);
- the opportunity to conduct university or unit seminars by mutual agreement; and
- invitations to academic and university functions in their areas of interest.

If awarded, the title that the emeritus administrators may hold is of the form “last title held, Emeritus,” for example Vice President Emeritus.

RELATED DOCUMENTS

UCF Policy 3-001 University Benefits for Retired Employees
https://policies.ucf.edu/documents/3-001.pdf

CONTACTS

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INITIATING AUTHORITY  President