### SUBJECT:
Emeritus Status  

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<th>Effective Date:</th>
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**Responsible Authority:**
Provost and Executive Vice President for Academic Affairs

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

**APPLICABILITY/ACCOUNTABILITY**

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

**POLICY STATEMENT**

The title emeritus is provided to retired faculty and administrators, or in anticipation of the retirement of a faculty member or administrator, effective upon full retirement from the university. Individuals who have achieved a distinguished record of research, teaching, eminence, and/or service during their academic careers. The title it 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 administrators, instructional specialists and instructional designers, vice presidents who wish to be considered for an emeritus status appropriate to their rank or position, and who must:

- apply within two years five years before after retiring from UCF, or up to five years after retiring from UCF (where retiring means the following):

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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); and

• have completed and submitted all applicable retirement paperwork to the UCF Human Resources Benefits Section before their retirement date 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 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.

For faculty nominations, the unit head will present the candidate’s application to the tenured and tenure-earning 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 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 the end of the Fall semester. by February 1.

Nominations or applications for administrators should be provided to Faculty Excellence by the end of the Fall semester. These nominations will be forwarded directly to the President for review and consideration.

For faculty nominations, an advocate who is educated on the merits of the candidate will
present the faculty candidate’s application to the Commencements, Convocations, and Recognitions 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 recommendations to the provost and vice president of Academic Affairs or appropriate vice president, who will review in turn, 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 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, in addition to the privileges afforded to all retired employees (University Benefits for Retired Employees Policy 3-001.3):

- use of university affiliation in all publications and other works
- retention of their current UCF email address (subject to UCF Email Provisioning, De-provisioning, and Use Policy 4-016.1);
- emeritus university ID card;
- use of the John C. Hitt Library;
- computer account for email;
- departmental office or laboratory space where possible and requested (for a defined period of time if available);
- the opportunity to conducting university or departmental seminars by mutual agreement;
- status as a non-voting ex-officio member of the department from which they retired as defined by departmental bylaws; and
- 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;

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• faculty and staff privileges that require an id card.

If awarded, the title that the emeritus faculty and administrator members may hold are of the form “last rank or title held, Emeritus”, for example Trustee Chair, Emeritus, Pegasus Professor Emeritus, Associate Research Professor Emeritus, Instructor Emeritus, or Associate University Librarian Emeritus, etc. exemption from parking fees.

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  President

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