

**Resolution 2011-2012-6 Emeritus Policy Revisions**  
(from the Personnel Committee)

**Whereas**, the current policy governing emeritus status does not address the status of individuals who are on phased retirement, DROP, or who have been re-hired, and

**Whereas**, the current policy governing emeritus status does not consider the diversity of faculty titles, and

**Whereas**, the Commencements, Convocations and Recognition Committee has requested clarification on the qualifications to be considered when awarding emeritus status,

**Be It Resolved**, that the Policy 4-502.1, Faculty Emeritus Status, be revised to reflect the following changes:

- Applicants for emeritus status must apply no later than five years after retiring from UCF
- Applicants must be fully retired from UCF (not in DROP or phased retirement)
- Applicants must have been a permanent employee at UCF for a minimum of five years
- The policy should not specify the titles/positions of those who are eligible to apply
- Non-tenure track faculty should hold the equivalent rank of eligible tenured faculty
- Qualifications for eligibility should include that applicants must have made major professional contributions in research/scholarship or teaching or service (including contributions and service to UCF and the UCF community)

**Be It Further Resolved** that:

- Applicants must provide their unit head with materials supporting their application
- Only faculty may vote on applications for emeritus status

Suggested wording is provided in the attached.



<b>SUBJECT:</b> Faculty—Emeritus Status	<b>Effective Date:</b>  1-12-06	<b>Policy Number:</b>  4-502.1	
	<b>Supersedes:</b> 4-502.1	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> 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:**

Applicants for emeritus status must apply within five years of retiring from UCF, be fully retired from UCF (that is, faculty members may not apply while in DROP or phased retirement), and have been a permanent employee at UCF for a minimum of five years.

~~Faculty~~ Tenured 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 been tenured at UCF; ~~and must~~ 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 at UCF for a minimum of five years,~~ have held the equivalent rank of professor or associate professor, (e.g. university librarian, 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 in research/scholarship or teaching or service (including contributions and service to UCF

and the UCF community) 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 one page written summary of their accomplishments that presents the case for their satisfying the criteria for emeritus status. This should be supported by a ~~current~~ well organized, up to date, curriculum vitae-vita along with a dossier of other evidence of their major professional contributions and university activities accomplished by the candidate. ~~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, along with the administrator's evaluation comments of the candidate's application to the ~~chair~~ 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. Only faculty members of 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, 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-

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