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SUBJECT: Faculty Emeritus Status	Effective Date:	Policy Number: 4-502.3
	Supersedes: 4-502.2 4	Page Of 1
	Responsible Authority: Provost and Executive Vice President	

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5 **APPLICABILITY/ACCOUNTABILITY**

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

8 **POLICY STATEMENT**

9 *The title emeritus is provided to ~~individuals-retired faculty, or in anticipation of the~~
10 ~~retirement of a faculty member, effective upon full retirement from the university~~
11 ~~who have achieved a eminencedistinguished record of research, teaching and/or~~
12 ~~service during their academic careers, and it. The title serves as an honor to the~~
13 individual and to the university.*

14 This policy applies to all UCF faculty members, which includes tenured faculty,
15 research faculty, clinical faculty, university librarians, instructors, lecturers,
16 administrative faculty, instructional specialists and instructional designers, who
17 wish to be considered for an emeritus status appropriate to their rank or position,
18 and who:

19 ~~Faculty members and vice presidents who wish to be considered for emeritus status~~
20 ~~must:~~

- 21 • apply within two years before fully retiring from UCF, or up to five years
22 after fully retiring from UCF (where fully retiring means not within

23 DROP or phased retirement);

- 24 ~~● be fully retired and not within DROP or phased retirement;—~~
- 25 ~~● have been a permanent employee at UCF for a minimum of five years; —~~
- 26 ● ~~have held the rank of professor, associate professor, university librarian,~~
27 ~~or—associate university librarian for five years or have held the~~
28 ~~equivalent rank of professor or associate professor a minimum of five~~
29 ~~years if non-tenured immediately prior to retirement;—~~
- 30 ● have an established record of distinguished performance in teaching,
31 research, scholarship, or other professional achievement including
32 contributions and service to UCF and the UCF community.

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

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36 **PROCEDURES**

37 Nominations or applications are made during the Fall semester to the head of the
38 unit with which the candidate is affiliated. The candidate will provide to the unit
39 head an application that contains the specific title sought by the applicant, a one
40 page summary of accomplishments, current curriculum vitae, and other evidence to
41 support the major distinguished professional contributions and university activities
42 while at UCF.

43 The unit head will present the candidate's application to the ~~tenured and tenure-~~
44 ~~earning~~ unit members, and a secret vote by all voting members of the unit (as
45 defined by the unit's bylaws) will be taken. The results of the vote and the
46 candidate's application will be forwarded to the dean or equivalent administrator.
47 The dean or equivalent administrator will provide a detailed letter including the
48 support or lack of support for the candidate's application, the results of the vote,
49 and supporting information regarding the appropriateness of the award to Faculty
50 Excellence by February 1.

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

56 The chair of the Commencements, Convocations, and Recognitions Committee
57 will transmit the committee's recommendation to the provost or appropriate vice
58 president, who, in turn, will make recommendations to the president. The president
59 will determine the awarding of emeritus status, considering all the evidence
60 assembled.

61 The chair of the Commencements, Convocations, and Recognitions Committee
62 will inform the chair of the Faculty Senate or appropriate vice president of the
63 president's recommendation. No award will be considered final and official until it
64 is formally announced by the president. Candidates will be notified in writing of
65 the decision to award or not award emeritus status by the chair of the
66 Commencements, Convocations, and Recognitions Committee.

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68 ~~If awarded, the title of emeritus status shall be placed after the functional title of~~
69 ~~the awardee.~~

70 PRIVILEGES

71 Individuals awarded emeritus status will be afforded the following privileges, in
72 addition to the privileges afforded to all retired faculty, as specified in the UCF
73 Collective Bargaining Agreement (section 24.4):

- 74 ● ~~use of university affiliation in all publications and other works~~use of the
75 John C. Hitt Library,—
- 76 ● retention of their current UCF email address (subject to UCF Email
77 Provisioning, De-provisioning, and Use Policy, 4-106);
- 78 ● emeritus university ID card;
- 79 ● ~~computer account for email,~~—
- 80 ● departmental office or laboratory space where possible and requested;
- 81 ● conducting university or departmental seminars by mutual agreement,
- 82 ● status as a non-voting ex-officio member of ~~her or his~~the department
83 from which they retired;
- 84 ● invitations to academic and university functions in their areas of interest;
- 85 ● may march in academic processions with other faculty, such as
86 commencement ceremonies;
- 87 ● faculty privileges in discounts (such as for tickets, bookstore purchases,

Commented [PESC1]: Note: these privileges are subject to bargaining. They currently include:

23.4

(a) Employees who are retired from the University shall be eligible, upon request, and on the same basis as employees, subject to University policies, to receive the following benefits at the University.

- (1) Retiree identification card;
- (2) Use of the University library (i.e., public rooms, lending and research service);
- (3) Listing in the University directory;
- (4) Placement on designated University mailing lists;
- (5) A free University parking decal for use by the retiree;
- (6) Use of University recreational facilities (retirees may be charged fees different from those charged to other employees for the use of such facilities);
- (7) The ability to enroll in courses at the University without payment of fees, on a space available basis, subject to the provisions of Florida Statutes;
- (8) A mailbox in the department/unit from which they retired, subject to availability; and
- (9) University sponsored e-mail address. The University shall forward e-mails from the employee e-mail account (name@ucf.edu) to the retiree's e-mail account for 12 months.

(b) In accordance with University policy, and on a space available basis, the University is encouraged to grant a retiree's request for office or laboratory space.

(c) With the exception of retirees who participated in the Optional Retirement Program and for whom provisions have been made, as stipulated in Section 24.5(a)(5) of this Agreement, retirees of any State-administered retirement system are entitled to health insurance subsidy payments in accordance with Section 112.363, Florida Statutes.

88 and athletic events). ~~and~~
89 ~~exemption from parking fees.~~

90 If awarded, the title that the emeritus faculty members may hold are of the form
91 “last title held, Emeritus”, for example Professor Emeritus, Associate Research
92 Professor Emeritus, Instructor Emeritus, or Associate University Librarian
93 Emeritus, etc. Those who retire from named chair positions may retain the chair
94 title, suffixed by “Emeritus”, for example “Chatlos Foundation Endowed Chair,
95 Emeritus”. The title emeritus confers a lifetime academic appointment. However,
96 any retired faculty member awarded emeritus status in a named professorship or
97 chair will not receive a stipend for the endowment for the professorship or chair
98 after retiring.

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100 **RELATED DOCUMENTS**

101 UCF Faculty Senate Resolution 1994-1995-9:

102 http://facultysenate.ucf.edu/resolutions/1994_1995/index.asp

103 UCF Faculty Senate Resolution 2011-2012-6:

104 http://facultysenate.ucf.edu/resolutions/2011_2012/index.asp

105 **INITIATING AUTHORITY**

106 President

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