

Proposed USF Policy on Emeritus Status

Approved by USF Faculty Senate, October 22, 2003

Preamble

Whereas the Senate deems it appropriate that granting Emeritus status to a retiring faculty member be considered a career stage, rather than an Honor or Award, it is resolved that the consideration of, and the granting of, Emeritus status will no longer be within the charge of the Senate's Honors and Awards Committee. The Senate is hereby adopting the following Policies and Procedures pertaining to Emeritus status.

Overview

Emeritus/Emerita status may be conferred upon retirement from the University of South Florida to faculty and to senior administrators as recognition of honorable service to the university according to the guidelines below.

Guidelines

Foundational Principles

1. By conferring the Emeritus status the University of South Florida recognizes that the retiring faculty member has been and remains a member of the University community. Therefore, the recommendation that a retirement would lead to the Emeritus status must be grounded in the record of the retiree.
2. While the Emeritus title is extraordinary and is not granted automatically to all retirees, the presumption of the process is that faculty members who have been granted tenure, or its equivalent, at the University deserve the Emeritus status.
3. Within the umbrella of the campus wide policy on the conferral of Emeritus status embodied in this document, USF recognizes the diversity of disciplinary models of scholarship and therefore lodges the responsibility for evaluation of the appropriateness of the Emeritus status in each case in the department and college with which the faculty member is associated.

Definitions.

- (1) "**Retire**" means to terminate service from the University and immediately receive full retirement benefits under any approved University retirement plan.

(2) "**Faculty**" includes: tenured faculty members holding the rank of professor, associate professor, or assistant professor; and library professional staff holding the ranks of librarian, associate librarian, or assistant librarian; and central administrative officers, deans and directors, if they also hold regular faculty status.

(3) "**Honorable circumstances**" means that the faculty or staff member was not terminated for violation of University policy. Honorable circumstances include permanent disability sick leave.

(4) "**Department**" means a department or an equivalent academic entity in units that are not organized in traditional departments. This may include colleges without formal departmental structure. On regional campuses with neither independent colleges nor departments, the relevant unit is the candidate's home academic department

Titles

Faculty members to whom the Emeritus status are granted will retain their rank at the time of retirement followed by the designation "Emeritus." Those who are granted emeritus status may notify the University that they wish to use Emerita officially and may use that title informally whether or not they notify the University. Presidents, Provosts, and Deans and Directors may retain at the time of retirement their last administrative title followed by "Emeritus/Emerita."

Process

1. Emeritus status is granted by the President of the University upon the recommendation of the chair of the department from which the faculty member is retiring. The chair's recommendation must be endorsed by the Dean of the college and the Provost.
2. The process is launched by a letter from the retiring faculty member indicating an interest in holding the Emeritus title. It is expected that each department will develop its own procedures for reaching the recommendation that the Chair will then write.
3. The department chair must forward the candidate's letter to the dean accompanied by a letter in which the chair endorses, or fails to endorse, the granting of the Emeritus status. In either case, the letter should briefly evaluate the candidate's record as a faculty member.
4. The chair's letter should be accompanied by the candidate's curriculum vitae.
5. In the event that the chair fails to endorse the appointment, the dean is free to conduct a separate evaluation and to reach a decision regarding the candidate that may deviate from the chair's recommendations.
6. Appointments to emeritus status shall be reported through appropriate channels for personnel changes to the Human Resources Office

Rights of Emeritus faculty:

1. To the extent necessary to sustain the active scholarly life of Emeriti, the departments will strive to accommodate the Emeriti by granting them access to departmental resources including office and laboratory space, and such other departmental resources normally made available to faculty at the discretion of the chair. Participation of Emeriti in faculty meetings and departmental committees is a matter for the individual department's bylaws.
2. Emeriti will be listed in the University directory and are eligible, as are faculty members, for membership in the University Club and the Campus Recreation Center. Emeriti are granted any current faculty purchase discounts, including discounts for recreational facilities, athletic events, and other performances and exhibitions.
3. Emeriti are granted faculty privileges at the library and computer center and can maintain a USF e-mail account (including internet access under the same conditions as regular faculty).
4. Emeriti are granted free parking in the green lots *or* the same parking rights as those of regular faculty.
5. Emeriti participate in academic processions (graduations, convocations, etc.) in a position of honor.