



Faculty Emeritus Status

Policy Number	4-502.4
Responsible Authority	Provost and Executive Vice President for Academic Affairs
Initiating Authority	Provost and Executive Vice President for Academic Affairs
Effective Date	4/04/2022
Date of Origin	4/28/2005

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

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

- apply within one year 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). The business center HR representative will verify with UCF HR Benefits that the employee will be eligible to retire; and
- have been a permanent employee at UCF for a minimum of five consecutive academic years 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 (based on the guidelines stipulated above) 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, in the following order:

- a one-page summary of accomplishments to support the distinguished professional contributions and university activities while at UCF;
- current curriculum vitae.

The **unit head** will present the candidate's application to the unit members, and a secret vote by all voting faculty members of the unit (as defined by the unit's bylaws) will be taken. The results of the vote and the candidate's nomination will be forwarded to the dean or equivalent administrator. The **dean** or equivalent administrator will provide the following to Faculty Excellence by the end of the Fall semester

- a detailed letter including the support or lack of support for the candidate's nomination from the unit head;
- the results of the vote, indicating the number of "Yes", and "No", and "Abstain" votes;
- supporting information regarding the appropriateness of the award; and
- a statement indicating the applicant's intended date of retirement.

Applications received in the Fall semester will be reviewed by the Commencements, Convocations, and Recognitions Committee in the subsequent Spring semester. The Commencements, Convocations, and Recognitions Committee will consider the merits of each nomination as documented by the nominee, member vote, and responsible administrator. After an initial meeting, the Commencements, Convocations, and Recognitions Committee *may* request that an advocate who is a current employee and educated on the merits of the candidate present the candidate's nomination to the Commencements, Convocations, and Recognitions Committee.

The chair will transmit the Commencements, Convocations, and Recognitions Committee's recommendations to the provost and executive vice president for Academic Affairs, who, will review and make recommendations to the president. The president will determine the awarding of emeritus status, considering all the evidence assembled.

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 President.

Faculty Excellence will inform the chair of the Faculty Senate of the President's determination.

Individuals who withdraw their request to retire will need to re-apply for emeritus status.

PRIVILEGES

Individuals awarded emeritus status will be afforded, in addition to the privileges afforded to all retired employees (University Benefits for Retired Employees Policy 3-001), the following privileges:

- 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;
- shared unit office or laboratory space where available and requested (for a defined period of time);
- the opportunity to conduct university or unit seminars by mutual agreement,
- status as a non-voting ex-officio member of the unit from which they retired as defined by unit bylaws;
- 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;
- faculty and staff privileges that require an ID card.

Faculty emeritus may not represent themselves as current UCF employees. In the absence of express written permission, faculty emeritus may not engage in negotiations with or submit proposals to third parties on behalf of UCF.

If awarded, the title that the emeritus faculty members may hold is of the form “last rank or title held, Emeritus”, for example Pegasus Professor Emeritus, Associate Professor Emeritus, Associate Research Professor Emeritus, Instructor Emeritus, or Associate University Librarian Emeritus, etc.

RELATED INFORMATION or DOCUMENTS

[UCF Faculty Senate Resolution 1994-1995-9](#)

[UCF Faculty Senate Resolution 2011-2012-6](#)

[UCF Faculty Senate Resolution 2017-2018-13](#)

POLICY APPROVAL
(For use by the Office of the President)

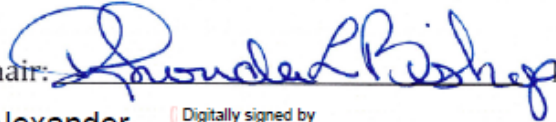
Policy Number: 4-502.4

**Michael
Johnson**

Digitally signed by
Michael Johnson
Date: 2022.03.30
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Initiating Authority: _____ Date: _____

University Policies and
Procedures Committee Chair:

 Date: 3/23/22

**Alexander
Cartwright**

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Alexander Cartwright
Date: 2022.04.04
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President or Designee: _____ Date: _____

History 4-502 4/28/2005; 4-502.1 1/12/2006; 4-502.3 12/9/2019