

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 900 – Retirement, Resignation, and Termination
NUMBER: 903**

SUBJECT: Granting of Emerita/Emeritus Status

**APPROVED BY: Chancellor EFFECTIVE DATE: February 1997
(Revised February 2012)**

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NUMBER OF PAGES: 2

OBJECTIVE: The granting of emerita/emeritus status to retiring faculty and senior administrative staff members is based on merit. At the University of Illinois at Chicago (UIC), the emeritus designation is regarded as an extraordinary title which is given for extraordinary reasons. Accordingly, emeritus status is bestowed only on those individuals who have contributed measurably to the UIC.

EMERITUS STATUS FOR FACULTY:

POLICY: Per the authority delegated by the Vice President and Chancellor, the Vice Chancellor for Academic Affairs and Provost shall review all requests for emerita/emeritus status. To insure that uniform campus standards for extraordinary service are applied to each case, all requests must include a written request from the candidate's unit executive officer as well as endorsement from the Dean with a review of a college committee. The Provost's affirmative recommendations for granting of emerita/emeritus status will be sent to the Board of Trustees for approval.

Faculty who are awarded emerita/emeritus status will retain their rank at the time of retirement followed by the designation "Emerita/Emeritus."

Emerita/Emeritus faculty will retain a UIC email address, access to the library and the Emeritus Center. Approval at the campus level of the emerita/emeritus designation does not entitle the recipient to space, additional personnel, or equipment, unless a request is separately approved by the department, and the college when appropriate.

APPLICABILITY: Faculty eligible for emerita/emeritus status must be (1) assistant professor (with tenure) or (2) those in the professorial ranks of associate professor and professor, including those with tenure and those with the modified ranks of research associate professor and research professor or clinical associate professor and clinical professor; faculty may not be granted emeritus/emerita status for an adjunct

appointment. Ordinarily, emerita/emeritus status will not be granted to an individual who has served less than seven years. Exceptions to this requirement may be considered for an individual who has made an outstanding contribution to the University during a briefer period of service. Exceptions to the service requirement will require additional documentation/justification from the unit executive officer or Dean supporting the outstanding contributions of the faculty member. Emerita/emeritus status is only given to faculty members who have retired from UIC.

PROCEDURE: To recommend emerita/emeritus status for a retiring faculty member, the individual's immediate unit executive officer should prepare a letter of justification with supporting documentation, the minimum being an updated curriculum vitae.¹ The unit executive officer sends the nomination to the Dean, together with the [Emeritus/Emerita Status Request Form](#). (The Dean endorses the nomination based on recommendation of a college faculty committee (e.g. Executive Committee). The Dean sends the endorsement to the Provost. The Provost reviews the requests and if endorses, sends the recommendation to the BOT for approval of the appointment.

Upon approval of the Board of Trustees, a letter will be sent to the individuals confirming the designation of emerita/emeritus status.

OTHER PERTINENT INFORMATION:

The Emeritus request packet to the Provost is to include the candidate's C.V., a letter from the unit executive officer, and a completed [Emeritus Request Form](#) (with recommendation from the college committee and endorsement from the Dean). Please do not include any extra materials (external letters of support, college P&T committee letters of support, etc.). The packet is to be compiled of unstapled copies.

Emeritus status will be effective on the day following the date of retirement irrespective of when it is approved by the Board of Trustees. As it may take up to two months to complete the campus review process prior to submitting to the Board of Trustees for approval, submission of the request approximately two months prior to the anticipated retirement date is encouraged. A request submitted well in advance of an anticipated retirement date is discouraged as this can create confusion if for some reason there is a change in the date of retirement.

If there has been a significant delay between the retirement date and the request, the letter from the unit executive officer must include an explanation for the delay in requesting emeritus status, such as any special circumstances surrounding retirement and/or request or specific reasons for delay.

If emerita/emeritus status is requested in more than one department, all relevant departments and colleges must review the candidate. The emerita/emeritus status applies only in the department(s)/unit(s) and at the rank for which it has been granted, regardless of other past positions or future

¹ If a record of proven unethical behavior, reprimand, or sanction against the faculty exists, it should also be included.

rehires.

Posthumous requests will usually be honored only if the retired faculty member died before an emerita/emeritus appointment could reasonably have been made. Please include this information in the request materials.

EMERITUS STATUS FOR SENIOR ADMINISTRATORS:

Senior Administrative Staff are defined as chancellors and deans. Emerita/emeritus status may be granted prior to retirement for those who have served the University in an eligible administrative position for at least five years and who resign such positions to return to the faculty. The request for emeritus status for deans should be made by the Vice Chancellor for Academic Affairs and Provost to the Vice President and Chancellor, who in turn will send his/her recommendation to the Board of Trustees for approval. The request should include a letter of justification with supporting documentation, the minimum being updated curriculum vitae.

REFERENCES:

<http://www.vpaa.uillinois.edu/Policies/emeritus.cfm>

Vice President for Academic Affairs website

<http://www.uic.edu/depts/oa/faculty/emeritus.html>

UIC Vice Provost for Faculty Affairs website