

UIC FACULTY AFFAIRS POLICIES AND PROCEDURES

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

SUBJECT: Granting of Emerita/Emeritus Status

**APPROVED BY: Chancellor EFFECTIVE DATE: February 1997
(Revised July 2008)**

AUTHORITY: Provost and Vice Chancellor for Faculty Affairs

CONTACT: Vice Provost for Faculty Affairs PHONE: 413-3470

E-MAIL: FacultyAffairs@uic.edu

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.

POLICY: The Provost shall appoint an Emeritus Review Committee to review all requests for emerita/emeritus status and to insure that uniform campus standards for extraordinary service are applied to each case. The Committee shall operate under rules established by and will be advisory to the Provost. The Provost's affirmative recommendations for granting of emerita/emeritus will be submitted to the Chancellor, who in turn will send his/her recommendation 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."

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. Requests for additional space, personnel, or equipment will not be granted any emerita/emeritus academic administrator unless he/she is employed by the campus after retirement, i.e., he/she receives a contract for pay from the Board of Trustees.

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. Senior administrative staff are defined as chancellors and deans. 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 department head and or dean supporting the outstanding contributions of the faculty member. Emeritus status may be granted prior to retirement for those who have served the University in an eligible administrative position for a least five years and who resign such positions to return to the faculty.

PROCEDURE: To recommend emerita/emeritus status for a retiring faculty member or a senior administrator, the individual's immediate unit head should prepare a letter of justification with supporting documentation, the minimum being an updated curriculum vitae. The request should be reviewed by the appropriate person at each level in the channel, with final review and recommendation in all cases at the level of the Provost and Vice Chancellor for Academic Affairs. For example, a faculty member's application for emerita/emeritus status should ordinarily begin with the Department Head and be reviewed by the Dean and the Provost.

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

REFERENCES:

Executive Notice 97-2, Office of the Chancellor, Issued February 1997,
Supersedes Executive Notice 90-1

[List of Academic Departments with links to those that list emeritus faculty on Their Web sites](#)

<http://www.vpaa.uillinois.edu/Policies/emeritus.cfm> Vice President for Academic Affairs website