

# USF St. Petersburg Policy on Emeritus Status

## Overview

Emeritus/Emerita status may be conferred upon retirement from the University of South Florida St. Petersburg 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 St. Petersburg 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. Although 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 St. Petersburg 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 program 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) "**Program**" 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.

## **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. Chancellors, Vice Chancellors, 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 faculty of the academic program from which the faculty member is retiring. The chair's recommendation must be endorsed by the Dean of the college and the Vice Chancellor.
2. The process is launched by a letter from the retiring faculty member indicating an interest in holding the Emeritus title, or by a nomination letter from any faculty member in the program. The process may begin during or after the faculty members' final semester of full employment. It is expected that each program will develop its own procedures for reaching the recommendation.
3. The program must forward the nomination letter to the dean accompanied by a letter in which the program 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 program's letter should be accompanied by the candidate's curriculum vitae.
5. In the event that the program 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 program'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, programs will strive to accommodate the Emeriti by granting them access to program resources including office and laboratory space, and such other program resources normally made available to faculty at the discretion of the dean. Participation of Emeriti in faculty meetings and program committees is a matter for the individual department's bylaws.
2. Emeriti will be listed in the University directory. Emeriti are granted any current faculty purchase discounts, including discounts for recreational

- facilities, athletic events, and other performances and exhibitions.
3. Emeriti can obtain the complimentary Emeritus Faculty ID Card by going to the Poynter Library.
  4. Emeriti are granted faculty privileges at the library and computer center and can maintain a USF St. Petersburg e-mail account (including internet access under the same conditions as regular faculty).
  5. Emeriti participate in academic processions (graduations, convocations, etc.) in a position of honor.