

Executive Policy 5.207

Title

Awarding of Emeritus/Emerita Title

Header

Executive Policy Chapter 5, Academic Affairs

Executive Policy 5.207, Awarding of Emeritus/Emerita Title

Effective Date: _____, 2020

Prior Dates Amended:

Responsible Office: Vice President for Academic Planning and Policy Governing Board of Regents Policy [RP 5.219, Emeritus/Emerita Title](#)

Review Date: 2023

I. Purpose

This executive policy directs implementation of [RP 5.219, Emeritus/Emerita Title](#) of the Board of Regents' Policies. The following objectives and guidelines shall govern the granting of emeritus/emmerita title.

II. Definitions

No policy specific or unique definitions apply.

III. Executive Policy

A. Objectives of this executive policy are:

1. To honor well qualified and respected retired or retiring UH faculty members, vice presidents and chancellors.
2. To recognize and retain the expertise of retired or retiring faculty, vice presidents and chancellors, as valued University resources.
3. To establish guidelines and procedures for the awarding of the emeritus/emmerita title and accompanying specific privileges and service opportunities.

B. Guidelines: The emeritus/emerita title is awarded in accordance with the following guidelines.

1. Eligibility Criteria:

a. Faculty members retired or retiring from the University with the rank of full professor or its equivalent who have five or more years of service in that rank or position are eligible for emeritus/emerita status.

b. Vice presidents and chancellors retired or retiring from the University who have five or more years of service in that rank or position, and who have made exceptional contributions to the University and who are recognized as distinguished leaders in their field.

c. Candidates for emeritus/emerita recognition must have rendered dedicated and honorable academic service to the University.

2. Award Procedures: The emeritus/emerita title is an honor by the University in recognition of dedicated and honorable service rendered to the institution. Internal campus/program procedures for the identification of those individuals to be awarded the emeritus/emerita title will be developed by the vice presidents/chancellors/provosts. At a minimum, the procedures for the award will include the following steps:

a. Request for delegated award by the President

(1) Prior to an eligible individual's retirement, the chief academic officer of the appropriate campus may submit, via the campus chancellor or Provost, a request for emeritus/emerita status for the faculty member to the office of the President with copies to the campus office of human resources. Some campuses may require that the request originate in the home department, school or college of the retiree.

(2) Verification of eligibility by the campus/program human resources office shall be provided to the chief academic officer and attached to the request as it is reviewed.

(3) Recommendation by the vice president/chancellor/provost to the President of the University.

b. Request for award by Board of Regents

(1) Requests for award of the emeritus/emerita status for individuals who do not meet these criteria shall be submitted to the President for consideration to request approval from the Board of Regents. A Board Action Memo shall be prepared citing the merits of the award and justification for the exception.

c. Upon approval for the award of emeritus/emerita status, the president/chancellor/provost shall send a letter to each awardee explaining the campus

privileges associated with emeritus/emerita status. Attachment 1 provides a sample of such a letter.

3. Privileges: To the extent that resources permit, the emeritus/emerita title may confer certain privileges and courtesies associated with regular faculty status that may include maintenance of library privileges; participation at commencement and other formal ceremonies at the discretion of the college or department; inclusion in such publications as the college catalog or web site; and at the discretion of the institution and subject to availability of resources, may be allocation of office space or other privileges generally available to faculty.

4. Service Opportunities: It is intended that emeriti faculty and executives will provide the University community with expert service and counsel based on their expertise and experience on a variety of matters. Emeriti faculty and executives may serve as guest lecturers and participate in seminars, colloquia, lectures and other scholarly meetings at the invitation of the sponsoring University unit. The University community is encouraged to call upon the services of emeriti faculty and executives to assist with special committees, task forces, projects, etc., that can benefit from their experience and knowledge.

5. Designation: The honorary emeritus/emerita title will be added postpositively for eligible individuals. Thus, for example, retired instructional faculty at UH-Hilo, UH-Mānoa, and UH-West O‘ahu shall be awarded the title of “Professor Emeritus” or “Professor Emerita”. Retiring specialists and researchers recognized as emeriti would receive the title of “Specialist Emeritus/Specialist Emerita” or “Researcher Emeritus/Researcher Emerita”. All retiring community college faculty will receive the title “Professor Emeritus, Community Colleges,” or “Professor Emerita, Community Colleges”. Retiring executives shall be awarded the title consistent with their executive service, such as “Chancellor Emeritus/Chancellor Emerita”, or “Vice President Emeritus/Vice President Emerita”.

C. An individual may be awarded only one emeritus/emeriti title from the University.

IV. Delegation of Authority

A. The Board of Regents has delegated to the president the authority to award the emeritus/emerita title to individuals who satisfy the stated criteria outlined in RP 5.219.

B. The president may recommend to the board for consideration individuals deserving of honor who do not meet the stated criteria.

V. Contact Information

Office of the Vice President for Academic Planning & Policy
(808) 956-

VI. References

A. RP 5.219, Emeritus / Emerita Title

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved

Signed
David Lassner
Date
President

Topics

No Topics found.

Attachments