

Memo To: All UH-Downtown/PS Holders

UH-Downtown/PS 10.A.10

From: William Flores, President

Issue No. 5

Effective date: 06/27/2014

Subject: Granting Emeritus Status to Faculty/Privileges of Emeritus Status

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## **1. PURPOSE**

This PS establishes guidelines for granting emeritus status to faculty and defines the privileges associated with emeritus status.

## **2. DEFINITIONS**

- 2.1 Emeritus status is an honorary title awarded to a tenured faculty member who has retired or is retiring from the University of Houston-Downtown (UHD) and who has served UHD with distinction as reflected in teaching, scholarship, or service for at least 10 years.
- 2.2 Emeritus status is awarded at the last rank held at the time the honoree retired.
- 2.3 Candidate's materials refer to the letter of support and the candidate's curriculum vitae provided at the time of nomination.

## **3. POLICY**

- 3.1 Emeriti faculty should receive invitations to and announcements of appropriate campus and university functions and should be listed in appropriate catalogs and directories. Emeriti faculty may attend department meetings, at the discretion of the appropriate chair or dean, as non-voting members
- 3.2 Emeriti faculty will have access to workspace at UHD as available.
- 3.3 Emeriti faculty will have access to the library and other university facilities normally available to all faculty for research projects.
- 3.4 Emeriti faculty will have UHD network access privileges including an e-mail account or similar access method.
- 3.5 Emeriti faculty have the same parking privileges as available to UHD faculty generally.
- 3.6 Other privileges are available at the discretion of the president consistent with University of Houston system policy.

## 4. PROCEDURES

- 4.1 The President of the University is authorized to bestow the title Professor Emeritus or Associate Professor Emeritus upon a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement, in recognition of service to the UHD with distinction as reflected in teaching, scholarship, or service for at least 10 years.

Any member of the tenured faculty may nominate a faculty member from their department or program for the emeritus title. Faculty members making nominations must provide a letter of support detailing the candidate's qualifications for the honor and the candidate's current curriculum vitae to the faculty member's department rank and tenure committee and the department chairperson.

- 4.2 The department rank and tenure committee reviews the candidate's materials, as defined in Section 2.3, and records a vote on the nomination. If approved by a simple majority of active members, the chair of the department rank and tenure committee then forwards its written recommendation to the department chairperson.
- 4.3 Consistent with the UHD Rank and Tenure policy's (PS 10.A.01) description of transference of documents, after reviewing the candidate's materials, the department rank and tenure committee and the chairperson make separate recommendations to the dean, who also makes a recommendation and forwards the other two reports to the vice president for academic affairs (VPAA). The VPAA distributes the three reports to the university rank and tenure committee, which makes their own recommendation to the VPAA.
- 4.4 The vice president for academic affairs/provost reviews each candidate's materials and the recommendations from the department rank and tenure committee, department chair, dean, and university rank and tenure committee. The vice president writes a recommendation for each candidate and forwards that recommendation, all earlier recommendations, and each candidate's materials to the president so that the president can make the necessary decisions by April 1. The vice president for academic affairs/provost is responsible for providing staff services to the university rank and tenure committee. The vice president for academic affairs/provost's office also serves as a depository for reports and recommendations generated during the rank and tenure process.
- 4.5 The president reviews all recommendations regarding the candidate and submits recommendations to the chancellor of the University of Houston System on or before April 1st.

## 5. EXHIBITS

There are no exhibits associated with this policy.

## 6. REVIEW PROCESS

Responsible Party: (Reviewer): Vice President for Academic Affairs

Review: As needed.

Signed original on file in the Office of Human Resources.

## **7. POLICY HISTORY**

Issue #4: 03/29/93

## **8. REFERENCES**

[UH-Downtown/ PS 10.A.01 – Rank and Tenure System](#)