

# Utah Tech University Policy

## 637: Faculty Emeritus Status



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### I. Purpose

- 1.1 To establish the Utah Tech University (“the University”) policy and procedure for selection of emeritus faculty status and to describe the rights and privileges accompanying the status.

### II. Scope

- 2.1 This policy applies to all faculty and staff involved in the selection of faculty for emeritus status.

### III. Definitions

- 3.1 ***Emeritus Status:*** Emeritus status is an honor, distinction, and recognition for faculty retirees who have contributed significantly to the mission of the University in the areas of teaching, service, and/or scholarship, research, and creative accomplishments.

### IV. Policy

- 4.1 Emeritus Status is reserved for faculty retirees who have held full-time faculty status for at least fifteen (15) years at Utah Tech University prior to final retirement.
- 4.2 Emeritus Status is conferred with the rank the faculty member held at the time of retirement (e.g., Associate Professor Emeritus, Professor Emeritus).
- 4.3 Rights and Privileges
  - 4.3.1 In addition to the rights and privileges received by all University retirees, faculty emeriti are:

- 4.3.1.1 Included in the University Catalog.
- 4.3.1.2 Eligible for non-voting membership in Faculty Senate.
- 4.3.1.3 Invited to participate in academic processions, including commencement and or convocation exercises.

## **V. References—N/A**

## **VI. Procedures**

### **6.1 Procedure for Selection of Emeritus Status**

- 6.1.1 A retiring faculty member's department chair, associate dean, or dean may nominate the retiree for emeritus status. The nomination letter should include a summary of the retiring faculty member's service to and accomplishments at the University. The nomination letter shall be sent to the chair of the relevant division or college Retention, Promotion, and Tenure Committee.
- 6.1.2 After verifying with the Office of Human Resources that the retiring faculty member is eligible for Emeritus Status and at least 120 days prior to the candidate's retirement date, the committee chair shall ask for ratification of the emeritus status from all college faculty eligible to vote on matters of rank and tenure.
- 6.1.3 Within five (5) days after the ratification, the committee chair will forward the results of the ratification to the appropriate dean. The dean shall consider the recommendation and write a letter with his or her own recommendation for action to the Provost and Vice President of Academic Affairs.
- 6.1.4 The Provost and Vice President of Academic Affairs shall recommend to the President the conferral or denial of Emeritus Status.
- 6.1.5 The President of the University shall present recommendations to the Board of Trustees granting Emeritus Status.
- 6.1.6 The Board of Trustees will confirm or deny the President's recommendation, and the President shall advise the candidate, the Provost and Vice President of Academic Affairs, and the dean/associate dean in writing of that decision.

## **VII. Addenda—N/A**

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Policy Owner: Provost and Vice President of Academic Affairs

Policy Steward: Provost and Vice President of Academic Affairs

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