



## EMERITUS/A STATUS – FACULTY & ACADEMIC STAFF

**No:** SAAP 7-5

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UWS Unclassified Personnel Guidelines #1 & #5

**Initiator:** Provost

**Responsible Party:** Provost

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### **Definition:**

Emeritus/a status is an honor bestowed by the Chancellor in recognition of sustained excellence in past contributions to the university. Emeritus/a appointments confer no monetary advantages, and are not granted automatically upon retirement.

### **Eligibility and Criteria:**

Emeritus/a status is typically made at the time of a faculty or academic staff member's retirement and when a Wisconsin Retirement System (WRS) Annuity has been activated. Sustained excellence in past contributions to the university and one's professional field is an expectation. Faculty must have held a tenured position. Academic staff must have served in a position for a minimum of seven years.

### **Procedure for Granting Emeritus/a Status to Faculty:**

1. The Department Executive Committee reviews all retiring faculty for emeritus/a status, using the criteria, above.
2. Recommendations for emeritus/a status are forwarded to the school/college dean for review and transmittal to the provost/vice chancellor and chancellor.
3. The chancellor makes the final decision on granting of emeritus/a status. Emeritus/a status officially commences with the start of the budget year immediately following the year in which this status was conferred.
4. If either the dean or chancellor decides to not support a positive emeritus/a recommendation from a department, they will provide the department with reasons in writing.

### **Procedure for Granting Emeritus/a Status to Academic Staff:**

1. For instructional and research academic staff assigned to academic departments, the procedure for faculty, above, will be followed.

2. For academic staff not assigned to academic departments, the individual's supervisor will develop the recommendation and provide it to the dean or division head for transmittal to the appropriate vice chancellor and chancellor. If a limited appointee (eg Assistant Dean, Director) is recommended for emeritus/a status, the individual must have an academic staff backup position.

3. The chancellor makes the final decision on granting of emeritus/a status. Emeritus/a status officially commences with the start of the budget year immediately following the year in which this status was conferred or the first day of the month following approval by the chancellor, for those retiring during the budget year.

4. If either the dean or chancellor decides to not support a positive emeritus/a recommendation from a supervisor, they will provide the department with reasons in writing.

### **Privileges of Emeritus/a Status:**

Award of emeritus/a status carries with it the faculty or academic staff member's title code at the time of retirement (eg Professor Emeritus/a, Academic Advisor Emeritus/a). In addition, the following privileges are provided:

1. Emeritus/a colleagues will retain their University identification cards for use in the Meir Libraries, as well as other campus facilities requiring a University identification card.

2. Emeritus/a colleagues will be provided emeritus/a University parking privileges, pursuant to expectations of the UWM Parking and Transit Office.

3. Emeritus/a faculty and academic staff may attend meetings of the University Faculty and Academic Staff, respectively, but may not vote.

4. Emeritus/a faculty and academic staff who sustain an on-going professional involvement on campus may be provided office space and access to appropriate support facilities and services, subject to availability. Availability will be determined by the dean/division head, upon recommendation of the department or program involved.

5. Emeritus/a faculty and academic staff will continue to have access to campus IT services, including e-mail and WEB access; they will also be listed in campus directories, both electronic and printed formats.

### **Responsibilities of Emeritus/a Faculty and Academic Staff:**

All appropriate State of Wisconsin, UW System and UW Milwaukee rules and regulations, including those governing the use of University facilities and conduct on University property apply to emeritus/a appointments. Emeritus/a faculty and academic staff are expected to continue to exemplify the professional excellence that gained them their status, after they have discontinued their official employment with the University.