



University of Colorado at Denver and Health Sciences Center
Downtown Denver Campus

Campus Administrative Policy Statement

Title:	Faculty Emeritus/Emerita Designation
Source:	Vice Chancellor for Academic and Student Affairs
Prepared by:	Assistant Vice Chancellor for Academic and Student Affairs
Approved by:	Mark Alan Heckler Vice Chancellor for Academic and Student Affairs
Effective Date:	November 9, 2004
Replaces:	September 1996

A. Background

Regent Law 9.B.2 provides that "Any faculty member may be allowed, upon retirement and in accordance with the campus-defined process and approval by the chancellor, to retain his or her title with the description 'emeritus/emerita.'"

B. Policy Statement

The "emeritus/emerita" title may be awarded to retired faculty after review and approval by the primary unit, the school/college/library dean, the Vice Chancellor for Academic and Student Affairs, and the Chancellor.

C. Eligibility Criteria

1. Retired and retiring faculty who have completed a minimum of five years of full-time service with the University of Colorado at Denver or the Downtown Denver Campus of the University of Colorado at Denver and Health Sciences Center shall be eligible to be considered to retain their academic title with the designation "emeritus" or "emerita."
2. Retired faculty members may be nominated and considered at any time following the date of their retirement. Retiring faculty members may be nominated and considered during the year prior to the date of retirement.

D. Procedures

1. The retired or retiring faculty member, or any member of the faculty on behalf of the retired or retiring faculty member, may submit a written request for emeritus or emerita designation, along with a short vita, to the chair of the primary unit.
2. Upon receipt of the written request, the faculty of the primary unit shall assess the contributions of the retiree and forward the short vita and a positive or negative recommendation in writing as expeditiously as possible to the chair of the primary unit. The primary unit shall also provide a copy of the recommendation to the faculty member.

3. The chair of the primary unit shall forward the short vita and a positive or negative recommendation in writing as expeditiously as possible to the school/college/library dean. The chair of the primary unit shall also provide a copy of the recommendation to the faculty member.
4. The school/college/library dean shall forward the short vita and a positive or negative recommendation in writing as expeditiously as possible to the Vice Chancellor for Academic and Student Affairs. The school/college/library dean shall also provide a copy of the recommendation to the faculty member.
5. The Vice Chancellor for Academic and Student Affairs shall forward the short vita and a positive or negative recommendation in writing as expeditiously as possible to the Chancellor. The Vice Chancellor for Academic and Student Affairs shall also provide a copy of the recommendation to the faculty member.
6. The Chancellor shall notify the faculty member in writing of the Chancellor's decision as expeditiously as possible. The Chancellor's decision is final.
7. If the Chancellor approves the designation of emerita or emeritus, the effective date may be no earlier than the day following the faculty member's retirement date.
8. A retired or retiring faculty member who is not awarded the title of emeritus or emerita shall continue to be eligible to receive any and all other benefits provided to retired faculty.