



**Campus Administrative Policy**

**Policy Title: Faculty Emeritus/Emerita Designation**

Policy Number: 1011 Functional Area: Academic and Faculty Affairs

Effective: ~~January 1, 2019~~ July 1, 2020  
Date Last Amended/Reviewed: ~~December 21, 2018~~ January 1, 2019  
Date Scheduled for Review: July 1, 2026  
Supersedes: Faculty Emeritus/Emerita Designation ~~July~~ January 1, 2011 ~~2019~~

Approved by: Chancellor Donald M. Elliman, Jr., CU Anschutz Medical Campus  
Chancellor Dorothy A. Horrell, CU Denver

Prepared by: Associate Vice Chancellor for Academic Operations,  
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Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Anschutz Medical Campus  
University of Colorado Denver

**A. INTRODUCTION**

Administrative Policy Statement 5060 allows emeritus distinction to be granted to a faculty member with the rank of Professor, Associate Professor, Assistant Professor, Senior Instructor, or Instructor. Regent Law 9.A.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.” This policy defines ~~that the~~ process for granting emeritus/emerita status.

**B. POLICY STATEMENT**

The “emeritus/emerita” title may be awarded after nomination by the primary unit and review and recommendation by the school/college dean or library director and the Provost and Executive Vice Chancellor for Academic and Student Affairs (“Provost”) and approval by the Chancellor.

**C. ELIGIBILITY CRITERIA**

1. Retired and retiring faculty 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. At CU Denver, the faculty member requesting the designation submits a written request, along with a short vita, to the chair of the primary unit. 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 to the chair of the primary unit. The chair of the primary unit shall forward the short vita and a positive or negative recommendation in writing to the school/college dean or library director. The dean/director shall forward the short vita and a positive or negative recommendation in writing to the Provost. The Provost shall forward the short vita and a positive or negative recommendation in writing to the Chancellor. The Chancellor shall notify the faculty member in writing of their decision, which shall be final. 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.
2. At CU Anschutz, the head of the primary unit nominates the retired or retiring faculty member for emeritus/emmerita designation to the school/college dean or library director. A short vita must accompany the nomination. The dean/director, assisted by the dean's review committee, reviews the recommendation and may forward a positive recommendation and the vita to the Provost. Upon a positive evaluation, the Provost forwards the recommendation and vita to the Chancellor. The Chancellor notifies the faculty member in writing of their decision, which shall be final. If the Chancellor approves the designation of emeritus or emerita, the effective date may be no earlier than the day following the faculty member's retirement date.
3. A retired or retiring faculty member who is not awarded the title of emeritus or emerita shall continue to be eligible to otherwise receive benefits provided to retired faculty.

#### **Notes**

1. Dates of official enactment and amendments:

Enacted November 9, 2004.

July 1, 2011: Updated.

May 15, 2018: Format modified in accordance with updated CAP 3000.

December 21, 2018: Reviewed and updated.

July 1, 2020: Reviewed and updated.

2. History:

May 15, 2018: Modified to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

December 21, 2018: Amended to reflect Regent Law update and current campus processes.  
July 1, 2020: Amended to reflect changes to Regent Law (the rescission of Article 9) and Administrative Policy Statement (the implementation of APS 5060).

3. Original Effective Date: November 9, 2004
4. Cross References/Appendix: [Article 9: Designations and Regents Awards](#)