

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 10.A.10

From: Max Castillo, President

Issue No. 4

Effective date: 3/29/93

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

## **1. PURPOSE**

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

## **2. POLICY/PROCEDURES**

2.1 Emeritus status is awarded to only those faculty members who have rendered ten or more years of distinguished service to the University of Houston – Downtown (UHD). It is not automatic upon retirement.

2.2 If emeritus status is awarded to a retiring faculty member, it is awarded during his last semester of full-time employment at UHD and is awarded at the rank then held according to the following guidelines:

2.2.1 Nominations and evidence of support are made to the faculty member's department rank and tenure committee by three tenured UHD faculty members.

2.2.2 The department rank and tenure committee informs the department chairman that it is considering the recommendation of emeritus status.

2.2.3 The department rank and tenure committee and the chairman make separate recommendations to the dean, who also makes a recommendation and forwards the two reports to the vice president for academic affairs, who distributes the three reports to the university rank and tenure committee, which makes a recommendation to the vice president for academic affairs (VPAA).

2.2.4 The VPAA reviews the reports from the department rank and tenure committee, department chairman, dean, and college rank and tenure committee and makes a recommendation to the president.

2.2.5 The president makes the final decision concerning the recommendation of emeritus status to the Chancellor of the UH-System, who makes the final recommendation to the board of regents. The President may, at his discretion, recommend emeritus status for faculty members.

2.3 Those granted emeritus status are eligible for the following benefits:

2.3.1 Emeritus faculty are provided with work space at UHD as available.

2.3.2 Emeritus faculty may attend all UHD faculty meetings as non-voting faculty.

2.3.3 Emeritus faculty may use the library and other facilities normally available to faculty members for private research projects.

2.3.4 Emeritus faculty are eligible to attend all social and ceremonial functions at UHD normally available to all faculty.

## **3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.