

November 14, 2002

PROVOST'S MEMORANDUM 2002-02

TO: Provost's Cabinet Chairs and Directors

FROM: Kenneth A. Jessell
Senior Vice President for Finance and Interim University Provost

SUBJECT: POLICY ON EMERITUS FACULTY

The title of Emeritus Professor is an honorary title which may be conferred to retired faculty or administrators who have a long term history of meritorious service to higher education and Florida Atlantic University. The awarding of this title is considered an honor and will not be automatically conferred on all retiring faculty.

Eligibility:

1. The faculty member must be retired from Florida Atlantic University. Faculty who select to enter the Phased Retirement Program or the Deferred Retirement Option Program (DROP) are eligible upon completion of these programs.
2. The faculty member held a faculty appointment at the rank of Professor, with tenure, and continued to meet the University's standards of performance in all areas expected at this rank.
3. At the time of retirement, the faculty member had twenty (20) years of active, full-time academic service in higher education, with a minimum of ten (10) years at Florida Atlantic University. Periods of leave with pay will count toward years of service (for example, sabbatical leave, administrative leave).
4. The faculty member has a record of distinguished service to Florida Atlantic University and to their academic field, with significant contributions in the area of teaching, research and service that are consistent and continuing.
5. A member of the faculty who does not meet these criteria but who has made exceptional contributions to the University in the areas of teaching, scholarship, administration or other achievements, may be recommended for emeritus status by their academic department.

Procedure:

1. Nominations may be made by faculty members, Chairs or Directors of academic units, Deans or other administrators.
2. The Chair or Director is responsible (in concert with the nominator) for compiling information to support the award according to the eligibility criteria listed above. Typically this will include an up-to-date *curriculum vitae* and additional supportive documentation.
3. The academic unit must meet and vote on all nominations, regardless of the origin of the nomination. The Chair or Director will transmit this information and documentation to the Dean.
4. The Dean will forward the package of materials, with a letter expressing his/her recommendation, to the University Provost. The University Provost will ask the UFC Honors and Awards Committee to evaluate the portfolio and make a recommendation.
5. The University Provost will forward the package of materials, with a letter expressing his/her recommendation, to the University President, who will make the final decision.

Privileges:

The following privileges, to the extent available, will be provided to Emeritus faculty:

1. The appointment to Emeritus status will be at the rank held at retirement.
2. Retired employee identification card
3. Use of the University Library
4. Listing in the *University Catalog*
5. Listing in the *Faculty Staff Student Directory*
6. Placement on designated university mailing lists
7. Option to purchase a university parking decal
8. Use of university recreational facilities
9. University e-mail address

10. A mailbox in the department/unit from which retired, subject to space availability
11. Office or laboratory space, in accordance with university policy and space availability
12. Eligibility to participate in college and department activities, on a non-voting basis
13. Eligibility to serve on graduate committees, subject to the approval of the Vice President of Research and Graduate Studies
14. Participation in grant and contract endeavors
15. An invitation to all formal faculty convocations and similar events including University Commencement
16. The opportunity to purchase tickets for university athletic and cultural events at faculty rates
17. The opportunity to make purchases at the University Bookstore at the faculty rate
18. Awarding of an Emeritus faculty certificate

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