Policy AA-FT-PO3
Emeritus Titles

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I. Title

Section 6-201 Emeritus Appointments and Titles

II. Policy

A. Intent

Emeritus appointments and titles recognize retired faculty members who have served The University of Texas at Arlington with particular distinction and honor by establishing a privileged bond of indefinite duration between the faculty member and the institution. As such, an emeritus appointment shall never be granted automatically upon a faculty member's retirement but must be duly authorized by the UT System Board of Regents acting upon a recommendation by the president of the university as informed by the advice of the faculty.

B. Terms of Appointment

An emeritus appointment:

1. may be effected only after the faculty member's complete retirement from the University.

2. shall not be held concurrently with any other tenured or tenure-earning appointment at UT Arlington, but may coincide with an academic appointment at any other institution.

3. may be terminated for cause at any time by the UT System Board of Regents in response to a recommendation by the president of the University.

4. shall continue for the lifetime of the faculty member, with no need for review or renewal, unless otherwise terminated.
5. shall not entitle the appointee to any compensation by the University beyond the courtesy privileges described elsewhere in this subchapter.

C. Emeritus Titles

1. Individuals granted an emeritus appointment at UT Arlington shall hold either the title "Professor Emeritus" or "Associate Professor Emeritus," with no distinction made on the basis of the title-holder’s gender.

2. The emeritus title to be conferred shall be equivalent in rank to that held by the faculty member upon retirement.

3. With the approval of the president, additional honorary titles such as "Dean Emeritus," "Chair Emeritus," and similar designations may be simultaneously conferred in conjunction with the emeritus appointment.

D. Eligibility

1. At the time of nomination, a candidate for an emeritus appointment must:
   a. have been awarded tenure at UT Arlington;
   b. be fully retired or have initiated the retirement process so as to be fully retired from UT Arlington prior to the projected date of the emeritus appointment; and
   c. have established a record of distinguished and honorable service to UT Arlington.

2. Posthumous nominations for any emeritus appointment are precluded.

3. Posthumous granting of an emeritus appointment made on the basis of a nomination valid at the time it was initiated shall be made at the discretion of the Board of Regents.

E. Nomination and Review

Nominations for emeritus appointments shall be governed by the following procedure.

1. The nomination process may be initiated either by the faculty member seeking the emeritus appointment (self-nomination) or by a tenured colleague holding a full-time active (non-emeritus) appointment in the same department or school.

2. The nominating party shall submit an "emeritus nomination folder," in electronic form, to the administrative head of his/her home department or school. The emeritus nomination folder shall contain the following items, each in a separate electronic file:
   a. a cover page document (available in the Office of the Provost) indicating:
i. the candidate's name and contact information;

ii. the candidate's current (or most recent) employment status (title, home unit, etc.);

iii. the candidate's date of retirement from the University (actual or projected);

iv. the emeritus title(s) for which the candidate is being nominated;

v. the nominating party's full name, current (or most recent) title, home academic unit(s), e-mail address, and signature;

b. a two to three page statement in which the nominating party presents evidence that the candidate's service to the University has been "distinguished" and "honorable";

c. the candidate's current complete curriculum vitae; and

d. at least two (but not more than three) letters in support of the nomination, each written and submitted by a tenured faculty member at UT Arlington. In no case may a letter of support be written by the nominating party.

3. The department chair or school dean shall forward the electronic emeritus nomination folder to the unit's Advisory Committee on Tenure and Promotion (ACTP). Members of the ACTP shall review the documents, confer as necessary, and prepare a written recommendation, choosing from one of the following designations: "recommended," "recommended with reservations," or "not recommended." Within 14 calendar days of receiving the nomination materials, the chair of the ACTP shall place an electronic version of the committee's recommendation in the nomination folder and shall then forward the nomination folder to the department chair/school dean.

4. In the case of a candidate whose home unit is a department or program, the department chair or program director shall review the documents in the nomination folder, prepare an independent written recommendation ("recommended," "recommended with reservations," or "not recommended"), and place an electronic version of this recommendation in the nomination folder. Within seven calendar days of receiving the nomination materials, the chair or director shall forward the nomination folder to the academic dean.

5. The dean of the candidate's school and college shall review the documents in the nomination folder, prepare an independent written recommendation ("recommended," "recommended with reservations," or "not recommended"), and place an electronic version of this recommendation in the nomination folder. Within seven calendar days of receiving the nomination materials, the dean shall forward the nomination folder to the Chair of the Faculty Senate.
6. The Chair of the Faculty Senate shall forward all electronic emeritus nomination folders to a committee appointed for the purpose of evaluating emeritus nominations. Members of this committee shall meet in executive session to review the material in each folder, confer as necessary, and, for each candidate, determine a consensus recommendation ("recommended," "recommended with reservations," or "not recommended"). The chair of the committee shall then prepare a written summary that lists each candidate's name, department or program, school or college, proposed emeritus title(s), and the committee's recommendation. This summary, along with all of the electronic emeritus nomination folders, shall be forwarded directly and confidentially to the president.

7. After reviewing the documentation and optionally consulting with members of his/her cabinet, the president shall establish a list of candidates receiving final approval for an emeritus appointment and shall forward this list, along with each approved candidate's curriculum vitae, for review by the UT System's chief academic affairs officer.

8. Candidates who receive approval for an emeritus appointment from the UT System's chief academic affairs officer shall have their names presented by UT Arlington to the UT System Board of Regents for final review.

9. The nomination process shall occur at least once each year and proceed on the basis of a schedule mutually determined by the provost and the chair of the faculty senate.

10. The nomination process shall be administratively coordinated by any member of the administration, faculty, or staff so designated by the provost.

F. Failure to Recommend

Failure of any University committee or administrator to recommend an individual for an emeritus appointment is not subject to review under any of the University’s grievance procedures.

G. Privileges and Limitations

Emeritus faculty are accorded privileges intended to encourage and facilitate their continued participation in the academic community without compromising the professional authority or responsibility necessarily delegated to faculty and staff with active (non-honorary) appointments.

1. With the written approval of the dean, a professor emeritus may be assigned institutional space when such space is available. The assignment of any space to a professor emeritus may be changed or terminated at any time by the dean, the provost, or the president.

2. A professor emeritus may be granted access to other University resources or facilities in accordance with the policies established by the unit responsible for each resource or facility. Unless explicitly addressed
in a unit's written policy, access to University resources or facilities by emeritus faculty shall be governed by policies that apply to individuals who do not hold an active faculty, staff, or student appointment.

3. A professor emeritus is entitled to full freedom in research and publication.

4. When a professor emeritus speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but should make it plain that he or she is not an institutional spokesperson.

5. Emeritus appointments do not confer membership on the University faculty or the graduate faculty. As a consequence, emeritus professors shall be precluded from participating in any activity for which a membership on the appropriate faculty is a prerequisite, including (but not limited to) attendance at faculty meetings, participation in committees, and voting.

III. Relevant UT System Policies, Procedures and Forms

Regents' Rule 31007, Tenure

Regents' Rule 31001, Faculty Appointments and Titles

Regents' Rule 31004, Rights and Responsibilities of Faculty Members

IV. Who Should Know

Faculty and academic administrators

V. UT Arlington Office(s) Responsible for Policy

Office of the Provost

VI. Dates Approved or Amended

October 10, 2012

VII. Contact Information

All questions regarding emeritus appointments and titles should be directed to the Office of the Provost, (817) 272-2103.