

Faculty Emeritus Criteria

Eligibility Criteria and Process.

1. Eligibility requirements:
 - a. The individual must have been tenured at UWF at the rank of either Associate Professor or Professor; Associate University Librarian or University Librarian;
 - b. The individual must have had at least ten years of exceptional service to UWF;
 - c. The individual must be fully retired from UWF before the title of emeritus can be bestowed.

2. Process:
 - a. A letter of nomination for the faculty member must be submitted by his or her Department Chair (or equivalent) to the appropriate college or Library Dean as early as the year before the academic year in which the faculty member or librarian is retiring from UWF (or the calendar year, if the retirement is scheduled for December).
 - b. Evidence of the individual's exceptional contributions to UWF, duly documented, must accompany the Chair's letter of nomination;
 - c. Nominations are due in Dean's office no later than **February 16, 2009**;
 - d. The Dean will either endorse or not endorse the nomination with supporting comments and forward the application to the Provost; due by **February 23, 2009**;
 - e. The Provost will submit the nomination to a university-wide faculty committee such as the University Personnel Committee for a recommendation; committee recommendations due to Provost by **March 23, 2009**;
 - f. The Provost will either endorse or not endorse the nomination with supporting comments and forward the application to the President; due by **April 6, 2009**;
 - g. The President makes a final decision on the nomination no later than **April 20, 2009**;
 - h. If the President decides favorably on an individual's nomination, a public announcement will be made.

Benefits to Accrue to Emeritus Faculty

1. Lifetime issuance of an Emeritus Faculty Identification Card and a University Nautilus Card.
2. Lifetime listings in the University's catalog and telephone directory as an emeritus faculty member.
3. Emeritus faculty may continue to use their University e-mail account.
4. Emeritus faculty will have access to the library and all recreational facilities and events, at a standard faculty rate.
5. Emeritus faculty will receive a free parking permit upon annual request.
6. Emeritus faculty may request use of a departmental mailbox and University office space, contingent upon the availability of office space as determined and approved by the appropriate chairperson or unit manager.
7. Emeritus faculty may have access to reasonable usage of department stationery and mailing privileges contingent upon available resources as determined by the appropriate Chair and/or unit manager.
8. Emeritus faculty may continue to be eligible to teach as needed.
9. Emeritus faculty may be eligible to serve on ad hoc college and university committees upon appointment by the respective college council or Dean or Faculty Senate or Provost.
10. All other rights and privileges enjoyed by retired University faculty as stated in the appropriate University policies.

Recommended by the Ad Hoc Emeritus Faculty Committee, Fall 2003

Approved by President and Provost, January 2004

January 28, 2004

Approved as amended by Faculty Senate, March 12, 2004

Recommended Effective Date: Current Semester

Revised December 13, 2007