

# **Faculty Emeritus Criteria and Nomination Process 2026**

## ***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 been at UWF for at least ten years and have made exceptional contributions in one or more of the areas of teaching, scholarship and creative projects, service, or administration. Periods of leave with pay will count toward years of service, e.g., sabbatical, professional development, administrative leave.
- c. The individual must be fully retired from UWF before the title of emeritus can be bestowed.

### **2. Process and Timeline:**

- a. Any retiring faculty member who believes that he or she is eligible may apply for emeritus status. Alternatively, with the individual's consent, the Chair or any senior member of the Department may nominate the faculty member. The letter of application or nomination, including the required cover sheet (*see Appendix A*), may be submitted 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 for a period of not less than ten years, must accompany the letter of application or nomination. The evidence that is provided by the candidate, or the department on the candidate's behalf, will include a summative statement of the candidate's contributions to UWF and the impact that these contributions have had on UWF related to its mission. A copy of the candidate's most recent Curriculum Vitae should also be provided.
- c. Nomination/Application packets are due in the Dean's office no later than **Friday, March 6, 2026**.

- d. The Dean will either endorse or not endorse the nomination with supporting comments and forward the application to the Provost no later than **Friday, March 27, 2026**.
- e. The Provost will submit the nomination to a university-wide faculty committee such as the University Personnel Committee for a recommendation; committee recommendations are forwarded to the Provost no later than **Friday, April 10, 2026**.
- f. The Provost will either endorse or not endorse the nomination based on these recommendations and the supporting documentation and forward the application to the President. Recommendations are due no later than **Friday, April 24, 2026**.
- g. The President makes a final decision to the nomination no later than **Friday, May 8, 2026**.
- h. If the President decides favorably on an individual's nomination, a public announcement will be made.

## ***Faculty Emeritus Benefits***

1. Lifetime issuance of a Nautilus Card with Emeritus designation.
2. Emeritus faculty will be listed on departmental websites, in addition to the current faculty.
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 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

Revised January 18, 2011

Revised November 18, 2011

## **APPENDIX A**

### **Cover Sheet for Faculty Emeritus Consideration**

Please complete this cover sheet and include it with the Emeritus application/nomination.

#### **Emeritus Nominee Information**

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**Name:** \_\_\_\_\_

**Rank:** \_\_\_\_\_

**College/Library:** \_\_\_\_\_

**Department/Unit:** \_\_\_\_\_

**Date of Initial Appointment:** \_\_\_\_\_

**Date of Retirement:** \_\_\_\_\_

#### **Contact Information**

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Faculty who are awarded Emeritus will receive a letter from the President with that decision, followed by a letter from the Provost outlining their benefits as Emeritus. Please provide the following information so faculty can be contacted once a decision has been made.

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_  
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#### **Additional Details (optional)**

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Please provide any additional information or details here, if needed.