

University of Baltimore
UB Policy VI-7.3 Emeriti and Emeritae Faculty Members

Approved by UFS 5/21/10; x/x/18

Revised by Office of the Provost to comply with State Policies, 2010

Approved by AG's Office 12/10/10;

Approved by President 12/15/10; 4/20/18

I. Eligibility

During his or her final year at the University, a person who holds faculty rank, regardless of whether he or she has participated in the Phased Retirement Program, may be considered for Professor Emeritus or Emerita or Associate Professor Emeritus or Emerita status if he or she meets the following criteria:

- A. The person must have achieved the rank of either associate professor or full professor;
- B. The person must either:
 - 1. have held a faculty rank at the college level for at least twenty (20) years, at least the last ten (10) years of which have been at the University of Baltimore; **or**
 - 2. have held a faculty rank at the University of Baltimore for fifteen (15) years; **and**
 - 3. must have given distinguished or exemplary service to the University of Baltimore.

II. Procedures for Appointment

A faculty member eligible under Section I of this policy may be awarded emeritus or emerita status through the following steps:

- A. He/she must be nominated by colleagues at the lowest level of the academic organization (department, division, or school, as applicable) and a recommendation made to the dean with a majority vote at that level;
- B. The dean, after reviewing the recommendation and the faculty member's curriculum vitae, will submit his/her recommendation to the provost, together with the recommendation of the academic unit's faculty;
- C. The provost will review these recommendations and submit them along with his/her recommendation, to the president; and
- D. The president will take all of the recommendations into consideration and render a decision to approve or disapprove the emeritus or emerita appointment.

III. Privileges of Emeritus/Emerita Faculty

- A. Emeritus and emerita faculty will be entitled to the same privileges as set forth for all retired faculty in the University of Baltimore Policy for Engaged Retirement.

- B. In addition, emeritus and emerita faculty will enjoy the following privileges:
1. Being provided, upon request to and with approval of the dean, official university stationery and business cards, indicating their emeritus or emerita status, which may be used in context of significant ongoing professional connection with the University;
 2. Upon mutual consent of the school or college and the emeritus faculty member, serving on and chairing research committees;
 3. Being provided, as determined annually by the appropriate dean in the exercise of his/her discretion and based on available space and the ongoing research and teaching involvement needs of the emeritus or emerita faculty member, the use of office space and appropriate support services;
 4. Parking privileges on the same basis as regular faculty when attending University functions or performing professional activities;
 5. Marching in academic processions and participating in commencement;
 6. Where faculty have also held a named chair, or other distinguished position, they will also be entitled to apply to use the title of that named chair or professorship or position with the qualifier “emeritus” or “emerita.”

IV. Procedures for Utilizing Privileges

1. The person who has been approved for emeritus or emerita status must write to the dean of the school or college in which the person has held faculty status to request access privileges named in III B. The request must be specific about the privilege(s) sought and the time period for which it or they are sought. Requests for service on research committees and for office space must be made annually. Office space requests must be linked specifically to the work the person is doing within the school or college (e.g., teaching, research, etc.).
2. Requests to participate in academic processions such as Commencement must be made to the dean with a copy to the Office of Transitions at least 30 calendar days before the procession is to occur.
3. Parking privilege requests must be made to the University office managing parking, noting the purpose for which parking is sought (e.g., teaching a course). This policy does not assume that the University will pay for an emeritus/-a faculty member's parking.