

**University of Baltimore**  
**Policy for Emeritus and Emerita Faculty**

*Approved by UFS 5/21/10*

*Revised by Office of the Provost to comply with State Policies*

*Approved by AG's Office 12-10-10*

*Approved by President Bogomolny 12/15/10*

**I. Eligibility**

During his or her final year at the University, a faculty member, 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 faculty member must have achieved the rank of either associate professor or full professor;
- B. The faculty member must either:
  - 1. have taught full-time 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 taught full-time at the University of Baltimore for fifteen (15) years; and
  - 3. The faculty member 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**

*Procedures for utilizing privileges are being drafted and will be available through a web site link in mid March.*