

UB-VI-7.3, Policy on Emeritx Faculty

Approved by UFS 5/21/10; 12/6/17; 3/4/20

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; March 2020

Revised by UFS 12/3/2025

AG's Office 6/24/2026

Approved by President 8/17/2026

I. Purpose

The purpose of this policy is to define the eligibility, criteria, procedures for appointment, exceptions, and privileges for emeritx faculty at the University of Baltimore.

II. Applicability

This policy applies to all retired and soon-to-be retired faculty members, including librarian faculty, who meet the criteria to become an emeritx faculty member as outlined in this policy.

III. Eligibility and Criteria

a. Eligibility

- i. To be eligible to be nominated for emeritx status, faculty members must meet, at a minimum, the following criteria:
 1. During the final year before retirement, the faculty member must have been a regular full-time faculty member of the University of Baltimore faculty, which includes faculty who participated in the Phased Retirement Program.
 2. The faculty member must have retired or filed the necessary documents for retirement.

b. Criteria

- i. Candidates for consideration for emeritx status must have at a minimum:
 1. At least 20 years of teaching experience as a regular full-time faculty or librarian faculty at an institution of higher education; and
 2. At least 10 years of service at the University of Baltimore prior to retirement; and
 3. A distinguished or exemplary record of service to the University of Baltimore.
- ii. A college/school that could nominate someone for emeritx status may request an exception to the criteria identified in III.b. In recommending a person for this status, the unit should provide a rationale for granting emeritx status. The person's service to the University should be comparable to the criteria identified in III.b.
- iii. A request for an exception is submitted by the dean to the provost.
- iv. If supportive, the provost will forward the request to the president for review.
- v. Approval of an exception to the criteria provisions does not mean the person will automatically be approved for emeritx status. Rather, if an exception is approved by the President then the procedures for appointment in Section IV will apply.

IV. Procedures for Appointment

- a. The process for appointment to emeritx status is as follows:
 - i. The person must be nominated by colleagues from their school/college, followed by a majority vote in support of such nomination by the college/school senate or council;
 - ii. The college/school senate or council must forward a written recommendation that includes the faculty member's curriculum vitae to the dean;
 - iii. The dean, if supportive of the school/college senate's or council's written recommendation, will submit his/her recommendation and all supporting materials to the provost;
 - iv. The provost will review the recommendation and supporting materials;
 - v. The provost, if supportive, will then submit his/her recommendation and supporting materials to the president; and
 - vi. The president will take all the recommendations into consideration and render a decision to approve or disapprove the emeritx appointment.

V. Privileges

- a. Emeritx 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, emeritx faculty may enjoy the following privileges:
 - i. 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;
 - ii. Upon mutual consent of the school or college and the emeritx faculty member, serving on and chairing research committees;
 - iii. Being provided, as determined annually by the appropriate dean in the exercise of his/her discretion and based on available space and the ongoing UBalt-related research and teaching involvement needs of the emeritx faculty member, the use of office space and appropriate support services;
 - iv. Parking privileges on the same basis as regular faculty when attending University functions or performing UBalt-related professional activities;
 - v. Marching in academic processions and participating in commencement;
 - vi. 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" or some other version of emeritx of their choosing.
- c. Additional privileges may be approved where requests are made as set forth in Section VI. below, such privileges are approved by the provost, and are necessary for continued UBalt engagement. Such privileges are not approved unless agreed to in writing by the provost.

VI. Procedures for Utilizing Emeritx Privileges

- a. Faculty who have been approved for emeritx status must write to the dean of the school or college in which the person has held faculty status to request the privileges set forth in Section V. 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 connected specifically to the work the person is doing within the school or college (e.g., UBalt-

related teaching, research, etc.).

- b. Requests to participate in academic processions such as Commencement must be made to the dean with a copy to the leadership of the Division of Student Success and Support Services at least 30 calendar days before the procession is to occur.
- c. 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 emeritx faculty member's parking.