INTRODUCTION

The title of Professor Emeritus or Emerita is awarded to recognize a retiring full professor’s distinguished academic record, including dedicated service to their field of study and to the University of Alaska Southeast. In exceptional circumstances, the Chancellor may award emeritus/emerita status to other meritorious employees who have a minimum of 10 years of quality service to the university. Award of the title is governed by UA Board of Regents regulation (see below).

BOARD OF REGENTS—REGULATION R04.04.070. Emeritus Status

A. A full-time faculty member who has attained the rank of full professor and who has retired after a minimum of 10 years at the University of Alaska immediately prior to retirement may be honored through appointment as professor emeritus. Recommendations for conferring emeritus status may be made by the appropriate dean to the appropriate Promotion Committee to be evaluated on the basis of the criteria for promotion to the rank of full professor with the added caveat that the position of professor emeritus is the highest honor that can be bestowed upon a retiring faculty member. The committee’s recommendations will be forwarded to the chancellor whose decision is final and non-reviewable.

B. In exceptional circumstances, the chancellor, or in the case of statewide administration employees, the president, may confer emeritus status on other meritorious employees who have provided a minimum of 10 years of faithful service of high quality to the institution. Recommendations will proceed along the appropriate administrative channels to the chancellor or the president.

NOMINATION PROCESS

Nominations for Professor Emeritus/Emerita status may come from faculty or dean, are reviewed by the appropriate promotion committee and Provost, and are approved by the Chancellor.

A faculty nomination must be initiated by any three fulltime faculty members, one of whom must belong to the retiree’s school or campus. A nomination packet should include the nominee’s vita, the recommendations and rationale for making the nomination, and other supporting documents. While length of service is a determining factor in the decision of who should be awarded the title of Professor Emeritus/Emerita, it is not the sole factor. In addition to the length of service, the decision includes individual distinction, exceptional and distinguished academic service, and outstanding contributions to their field of study, the University, and the broader community.

The nomination packet shall be sent first to the Provost’s Office. It shall be submitted no later than five working days prior to initiation of UNAC or UAFT promotion committee review (see dates below). It will then be forwarded to the appropriate promotion committee which, following careful review, shall forward its recommendation to the Provost. The Provost may also provide a recommendation to the Chancellor. Nominations for non-faculty emeritus status shall be forwarded directly to the Chancellor’s Office. In all cases, the Chancellor’s decision on conferring emeritus status is final and non-reviewable.

TIMELINE FOR REVIEWING FACULTY EMERITUS NOMINATIONS

**UNAC FACULTY:** The provost shall submit the nominee’s packet to the MAU Peer Review Committee no later than January 12. The Committee shall provide its recommendations no later than March 1.

**UAFT FACULTY:** The provost shall submit the nominee’s packet to the Faculty Evaluation Committee no later than November 20. The Committee shall provide its recommendation to the chancellor no later than February 26.

APPOINTMENT NOTIFICATION

The Chancellor shall make a final decision as to whether or not to confer the status of emeritus on the recipient on or before March 15th of each year. Notification to nominees will be made by the Chancellor’s Office.

PRIVILEGES OF EMERITUS STATUS

Privileges of Emeritus/Emerita status include 1) recognition at university commencement ceremonies, 2) listing in the appropriate university directory and catalog, 3) invitations to major university functions, alumni events, and social gatherings, and 4) use of library and university email on the same basis as prior to retirement.

Office of the Provost: Procedure for Conferring Emeritus Status