

## **Memorandum of Administrative Policy Interim Emeritus-Emerita Policy**

**Area:** Academic Affairs

**Section:** Faculty Leaves, Retirement, and Dismissal

**Number:** 04.A.06 AP

### **Purpose and Scope**

In accordance with the UH System guidelines, the following policies and procedures have been established for determining emeritus/emerita eligibility, privileges, and responsibilities at UHCL.

The purpose of this policy is to maintain a continuing relationship between UHCL and retired faculty members who have provided long-term support to the university.

### **Policy Information**

Emeritus/Emerita faculty members will have access privileges as the university is allowed by policy to provide, such as library, computing, e-mail and parking privileges. In addition, emeriti faculty should receive invitations to and announcements of appropriate campus and university functions and should be listed in appropriate catalogs and directories. Each College will determine any additional courtesies or privileges accorded emeriti faculty, including office space for collective use.

### **Definitions**

The titles "emeritus" and "emerita" will be conferred only upon those retired, tenured professors and tenured associate professors, who have made a significant contribution to

UHCL. By significant contribution, it is meant that the faculty member must have a sustained and distinguished record at UHCL of teaching, scholarship, and/or service.

## **Procedure**

1. The Emeritus/Emerita Nominating Committee (The Committee) shall be made up of one tenured professor from each College elected/appointed by the Faculty Council. Members shall serve for three years with staggered appointments so that there will be at least two members each year with experience on The Committee. The Committee will elect a chair and determine his/her length of service.
2. Each fall semester, each Dean will inform the chair of The Committee of any faculty member who has announced retirement as soon as possible after the announcement. In addition, each dean will request nominations from the colleagues of the candidate's College.
3. The nomination will include at least the following information and supporting documentation:
  - 3.1. A letter of nomination from one or more faculty members enumerating the significant contributions that they believe the nominee has made to UHCL.
  - 3.2. A recent copy of the nominee's curriculum vitae.
  - 3.3. Additional supporting materials that would aid The Committee in their deliberations.
4. Nominations shall go directly to the chair of The Committee along with a copy of the nominee's vita. The deadline for nominations will be February 15. Nominations not meeting this deadline will be carried over to the next round of evaluations. No nominations for emeritus/emmerita status shall be made to anyone except the chair of The Committee.

5. The Committee will meet to review nominations the first week of March and will send their recommendations to the appropriate dean, provost and president by March 10 for review and final recommendation to the Board of Regents.
6. All emeritus/emerita appointments are subject to approval by the Board of Regents upon recommendation by the president. Approval by the Regents will normally occur in the spring of the year.
7. Faculty Council, in concert with the President's office, will maintain a committee to review emeriti benefits and development.

## References

There are no references associated with this policy.

## Review and Responsibilities

Responsible Parties: Senior Vice President Academic Affairs and Provost

Review: Every 3 years

## Revision Log

Revision Number: 1

- Approval Date: 12/12/2013
- Description of changes: Initial Policy

Revision Number: 2

- Approval Date: 01/23/2021

- Description of changes: The Emeritus-Emerita Faculty policy was updated to provide faculty retirees and Emeritus' access to email upon their retirement, as in the past there has been no access.

Revision Number: 3

- Approval Date: 02/13/2026
- Description of changes: Changed to remove references to Faculty Senate and Council of Professors, as well as clarify privileges.

## **Approval**

Approved by:

*/Dr. Edward R. Waller/*

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**Interim Senior Vice President of Academic Affairs and Provost**

*/Dr. Richard Walker/*

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**President**

*February 13, 2026*

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**Date**