**University Policy 102.5, Emeritus Faculty and Senior Academic and Administrative Officers**

**Executive Summary**:

This policy outlines criteria necessary for one to be considered for emeritus status. It also discusses conditions of appointment, procedure, privileges, and allocation of departmental resources.

**I. Policy**

Emeritus status is an honor and a mark of distinction granted to fully retired faculty members and certain [Senior Academic and Administrative Officers (SAAOs)](https://legal.charlotte.edu/policies/up-102.9) whose service has been characterized by high professional achievement and who have given sustained, outstanding service to the University. Retired faculty members may be awarded an emeritus title corresponding to their rank. Retired SAAOs may be awarded an emeritus title corresponding to their last administrative title prior to retirement.

**II. Eligibility**

Any individual meeting the following criteria may be considered for emeritus status:

1. The individual holds an appointment in the professorial faculty ranks with permanent tenure at UNC Charlotte or holds a Special Faculty Appointment that has been held for a period of no fewer than ten consecutive years;
2. A Tier I SAAO who has held that position for a period of no fewer than ten consecutive years and, in exceptional cases, a Tier II SAAO who has served the University for a period of no fewer than 25 consecutive years; or
3. Any individual appointed to the position of Chancellor on a permanent (not interim) basis for a period of no fewer than five consecutive years. The length of service may be waived by the Board of Trustees in its sole discretion.

To be eligible for emeritus status, the faculty member, SAAO, or Chancellor who meets the criteria above must have retired or effectively retired from the University. Those who resign from the University to enter phased retirement and who otherwise meet the one of the eligibility criteria above when they entered phased retirement will be eligible for emeritus status consideration at the end of their phased retirement term. “Retirement” is defined by UNC Charlotte [Human Resources](https://legal.charlotte.edu/legal-topics/political-activities-employees) as an employee who separates from UNC Charlotte and starts their mandatory retirement plan benefits from their [Teachers’ and State Employees’ Retirement System](https://www.myncretirement.com/) (TSERS) via pension payments or [Optional Retirement Plan](https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/) (ORP) account via distributions.

Individuals who meet the criteria outlined above but who resign from the University without retiring are not eligible to be considered for emeritus status unless granted an exception by the Provost (for faculty), Chancellor (for SAAO) or Board of Trustees (Chancellor).

**III. Procedures for Faculty**

All recommendations for emeritus status for eligible faculty must be initiated at the department level via the following procedure.

1. Upon retirement, the faculty member may submit a request to the chair of their department to be considered for emeritus status, or upon receipt of notice of a faculty member’s retirement or the end of their phased retirement term, the chair may invite the faculty member to submit a current curriculum vitae for distribution to the departmental faculty so that they may provide input on whether the faculty member should be granted emeritus status. The chair shall consult with the departmental faculty before determining whether to recommend conferment of emeritus status; however, the department chair’s recommendation does not require the approval of departmental faculty.
2. With the concurrence of the appropriate college dean, the chair shall forward a recommendation for emeritus status to the Provost.
3. Award of emeritus status may be conferred by the Chancellor upon the recommendation of the Provost. The decision of the Chancellor is final.

**IV. Procedures for Senior Academic and Administrative Officers and the Chancellor**

1. **Tier I SAAOs**: An eligible Tier I SAAO may submit a request for consideration for emeritus status to the Chancellor. The Chancellor shall determine whether to recommend conferral of emeritus status on the Tier I SAAO to the Board of Trustees. The decision of the Chancellor whether to recommend emeritus status is final. Award of emeritus status may be conferred by the Board of Trustees upon the recommendation of the Chancellor. The decision of the Board of Trustees whether to confer emeritus status on a Tier I SAAO is final.
2. **Tier II SAAOs**: In recognition of exceptionally meritorious service and upon the recommendation of the appropriate Vice Chancellor or the Athletic Director, the Chancellor may confer emeritus status upon the retirement of an eligible Tier II SAAO. The decision of the Chancellor whether to confer emeritus status on a Tier II SAAO is final.
3. **Chancellor**: The Board of Trustees will consider the conferral of emeritus status upon the retirement of an eligible Chancellor. The decision of the Board to confer emeritus status on a Chancellor is final.

**V. Emeritus Privileges**

Individuals who are conferred emeritus status are granted the following:

1. A University identification card ([49er ID Card](https://aux.charlotte.edu/49er-card) and [49er Mobile ID](https://aux.charlotte.edu/49er-Mobile-ID));
2. The use of University recreational facilities under the same conditions applicable to faculty and staff;
3. The use of Library facilities and Library electronic resources under the same conditions applicable to faculty and staff;
4. A University email account;
5. For faculty, inclusion in the [University Catalogs](https://catalog.charlotte.edu/), the Campus Directory, and all other formal listings of the faculty;
6. Invitations to University Commencement and other similar events;
7. The opportunity to purchase tickets for University athletic and cultural events at faculty/staff rates;
8. Receipt of University and Alumni Publications;
9. Campus parking at no charge; and
10. The opportunity to purchase a [light rail and bus transit pass](https://pats.charlotte.edu/transportation/light-rail/light-rail-bus-transit-pass) ]on the same terms and conditions applicable to the faculty and staff.

Emeriti faculty members are not eligible to hold University office; sit on tenure, hearing or grievance committees; or vote in faculty elections.

**VI. Allocation of Departmental Resources to Emeritus Faculty**

The University’s priority for office and research space must be for those who are current faculty members. Emeritus faculty members who remain professionally active may request that the department chair permit use of departmental resources. If in the chair’s judgment these professional activities fall within the current mission of the department, the emeritus faculty has demonstrated a need, and if the circumstances permit, then the chair may recommend that the dean approve the allocation of office space and resources, which may include office supplies, use of equipment, and telephone and Internet access.

**Revision History**:

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* Revised June 3, 1988
* Revised May 11, 2004
* Updated October 4, 2005
* Revised February 21, 2008
* Revised June 20, 2018
* Revised \_\_\_\_, 2023

**Authority**: Chancellor

**Responsible Office**: Academic Affairs

**Related Resources**:

* [University Policy 102.9, Senior Academic and Administrative Officers](https://legal.uncc.edu/policies/up-102.9)