

FAMILY & CONSUMER SCIENCES EMERITUS STATUS POLICIES AND PROCEDURES

Emeritus status is the last earned rank that will be accorded to eligible faculty or administrative officers upon retirement. The University of Georgia may confer the title of emeritus upon the retirement of any faculty member or administrative officer who at the time of retirement had ten or more years of honorable and distinguished service to the University. The procedures are outlined in the Academic Affairs Policy Manual <http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/1-faculty/117-emeritus-status/>.

Emeritus faculty are encouraged to remain an important part of the University. Department Heads and unit Directors are encouraged to assist Emeritus faculty in maintaining a continuing relationship with the department, college, and university as is feasible and mutually agreeable. Emeritus status privileges are governed by various units across the university including but not limited to options to use library and recreational facilities, receive publications sent to active faculty and members of the Alumni Association, participate in contract, grant, and other scholarly endeavors, negotiate with the academic Heads and Dean for office space, laboratory space and computer access, participate in academic convocations, commencements, and other academic endeavors, and inclusion of their name in postings of faculty of the college online and in print. Departments are responsible for maintaining accurate lists of Emeritus faculty.

Emeritus rank does not require a vote of the faculty. Sometimes Emeritus status is part of a negotiated retirement package. Therefore, Emeritus status can be recommended by the Department Head to the Dean, or by the Dean, to the Provost.

Please proceed with the process for recommending emeritus status at the appropriate time for each individual.

The procedure in the College of Family and Consumer Sciences is as follows if Emeritus status is desired by the individual (when in doubt, ask him/or her):

- Step 1 When the official letter is received from an eligible faculty member with a confirmed date of retirement, the Department Head should take one of two courses of action. Ask if the Dean is recommending Emeritus status or the Department. If not, the Department Head can make the recommendation. Or the Department Head can call for a vote on emeritus/emerita status by all faculty (tenure-track and tenured) in the department.
- Step 2 The Department Head writes a letter on behalf of the department indicating the department's recommendation and necessary information for the Dean's Office to complete the required form for recommendation. Include a brief paragraph explaining the faculty member's length of service and contributions to the department, college and university. You address the letter to the Dean and send it to the Dean's Office. Also, include the faculty member's current CV.
- Step 3 The Dean prepares a cover letter endorsing the recommendation for emeritus/emerita status and forwards both letters, the CV and recommendation form http://provost.uga.edu/documents/Emertius_Status_Recommendation_Form_1611.pdf to the Provost.
- Step 4 The Provost's Office processes the appointment to the Board of Regents. When approved by the Regents, the College and faculty member is notified by the President.