


Prepared by the Office of Planning and Policy.
This is a new Policy.

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

September 1990

P 1 of 5


 E9.209 Awarding of Emeritus Title

I. INTRODUCTION

This executive policy directs implementation of Section 9-13d of the Board of Regents ByLaws and Policies (Attachment 1). The following objectives and guidelines shall govern the granting of the emeritus title.

II. OBJECTIVES

The objectives of this executive policy are:


- A. To honor well qualified and respected retired UH faculty members.
-  B. To recognize and retain the expertise of retired faculty as valued University resources.
- C. To establish guidelines and procedures for the awarding of the emeritus title and accompanying specific privileges and service opportunities.

III. GUIDELINES

The emeritus title is awarded in accordance with the following guidelines.

- A. Eligibility.
 - 1. Persons retired from the University with the rank of full professor or its equivalent at a baccalaureate campus, or instructor V rank at the community colleges, and who have five or more years of service at that rank are eligible for emeritus status.
 - 2. Faculty employed at any campus of the University prior to June 30, 1990, and retiring prior to July 1, 1991, and who meet the requirements of the April 16, 1969 policy are eligible in accordance with the terms of that policy. The April 16, 1969 policy stipulates:

"...the automatic awarding of the emeritus title to all those persons retiring with the rank of professor or its equivalent, and who have given five or more years of service to the University."

- B. Award Procedures. The emeritus title is an honor bestowed by the Board of Regents, upon recommendation of the President, to UH faculty members in recognition of dedicated and honorable service rendered to the University. Since it is an honor bestowed, not applied for, no documentation is expected or required. Internal campus procedures for the identification of those individuals to be awarded the emeritus title will be developed by the Vice-Presidents/Chancellors for the UH-Community Colleges, UH-Hilo/UH-West Oahu, and UH-Mānoa. At a minimum, the procedures for the award will include the following steps:
- 1) Verification of eligibility by the campus personnel office to the Vice President/ Chancellor of the unit.
 - 2) Recommendation by the Vice Presidents/ Chancellors to the President of the University. The Vice Presidents/Chancellors are responsible for preparing each letter of notification and congratulation from the Board of Regents to each awardee. These letters are forwarded to the President with the recommended list of awardees. Attachment 2 provides a sample of such a letter.
 - 3) Recommendation by the President to the Board of Regents.
 - 4) Upon Board of Regents approval for the award of emeritus status, the Vice President/Chancellors shall send a letter to each awardee explaining the campus privileges associated with emeritus status.
-  C. Privileges. To the extent that resources permit, the emeritus title confers privileges and courtesies associated with regular faculty status. A retired emeritus faculty member shall be entitled to lifetime library privileges. In addition, at the discretion of the college or department, the individual may be invited to participate at commencement and other formal ceremonies; may be included in such publications as the college catalog or on department stationery; and may, at the discretion of the institution, be allocated office space and parking privileges dependent on available resources.
- D. Service Opportunities. It is intended that emeriti faculty will provide the University community with expert and mature counsel on a variety of matters. Emeriti faculty may serve as guest lecturers and participate in seminars, colloquia, lectures and other

scholarly meetings at the invitation of the sponsoring University unit. The University community is encouraged to call upon the services of emeriti faculty to assist with special committees, task forces, projects, etc., that can benefit from their experience and knowledge. Part-time employment opportunities for emeriti faculty are the same as those permitted all regular retiring faculty.

- E. Designation. The honorary emeritus title will be added postpositively for eligible retired individuals. Thus for example, retired instructional faculty at UH-Hilo, UH-Mānoa, and UH-West Oahu shall be awarded the title of **Professor Emeritus**; retired faculty at a University of Hawaii community college shall be awarded the title of **Instructor Emeritus**. Retiring specialists and researchers recognized as emeriti would receive the title of **Specialist Emeritus or Researcher Emeritus**.

- d. Emeritus Title. The emeritus title is an honor bestowed by the Board of Regents upon retiring University of Hawaii faculty members in recognition of dedicated and honorable service rendered to the University. The emeritus title is conferred, upon recommendation of the President, to those persons retiring With the rank Of full professor or its equivalent at baccalaureate campuses or instructor V rank at the Community Colleges and who have given five or more years of service to the University at that rank. (April 16, 1969; Mar. 16, 1990)

Dear

Please accept our congratulations on the occasion of your retirement on (date).

The Board of Regents, by official action on April 16, 1969, and as amended on March 16, 1990, authorized the award of the Emeritus title to those persons who retire from the University of Hawai'i with the rank of full professor or its equivalent at a baccalaureate campus, or instructor V rank at the community colleges, and who have five or more years of service at that rank.

We are pleased to inform you that, upon your retirement, you will be awarded the title of (title). You are authorized to use the title immediately following the date of retirement and to enjoy such privileges as it may convey. A letter from your campus will be forthcoming detailing the privileges associated with the emeritus title.

We wish to express the gratitude of the University of Hawai'i for your dedication and service, which have helped to bring the University to its present level of achievement.

Sincerely,

Tatsuki Shiramizu
Secretary of the Board