3.1.1 Emeritus

Chapter 3 - Faculty	Original Effective Date: February 2000
Section: 3.1 Academic Titles	Date Last Reviewed: March 2021
Responsible Entity: Vice President for Academic, Faculty and Student Affairs	Date Last Revised: March 2021

I. Purpose

To define the criteria, eligibility, and process to confer the Emeritus faculty title at UT Health San Antonio.

II. Scope

The policy is to be used by academic department chairs or deans who wish to nominate their faculty for Emeritus status.

III. Policy

The Emeritus faculty title denotes an established and substantial record of dedication and distinguished and honorable service at UT Health San Antonio. The President has final approval to confer the Emeritus title. The Emeritus title may be bestowed at retirement or in anticipation of retirement, effective the first the date of retirement, and is for life.

A. Criteria

Faculty granted the title of Emeritus have established an esteemed record of substantial, dedicated, distinguished and honorable service of significance to the University and their field of expertise, demonstrated through the following criteria.

1. Originality, independence, leadership, and continued scholarly productivity in research, teaching, service and/or executive administrative activity.

2. Consistent outstanding contributions in the operations, development, and/or improvement of the Department and/or School.

3. Excellence as an academic role model for learners and faculty.

4. Ability to develop and encourage superb scholarly curiosity, critical thinking, and academic productivity of learners.

5. Outstanding leadership and distinction in candidate's field recognized broadly by senior faculty, typically both in the United States and abroad.

B. Eligibility

Faculty nominated for emeritus title will hold rank at or above associate professor, inclusive of tenured and non-tenured faculty. Faculty are eligible for consideration to receive an Emeritus honorific title at retirement from UT Health San Antonio. In general, faculty whose stature meets the criteria will likely have served at UT Health San Antonio for at least five years on a full-time basis.

C. Process

The nomination process begins once a firm retirement date has been established in writing. The process may also start after a faculty member's retirement.

1. The nomination process shall originate in the respective academic home department, and will follow the established Promotions, Tenure and Appointment Committee (PTAC) review protocols, as defined by each School.

2. The School's PTAC recommendation shall be sent through the School's review and approval pathway. The Dean of the School will forward their recommendation to the Vice President for Academic, Faculty, and Student Affairs, who will transmit the nomination dossier and the recommendation to the President.

3. Generally included in the nomination packet are the candidate's curriculum vitae (CV) and letters of endorsement from senior faculty both outside and inside UT Health San Antonio. Letters of endorsement document the candidate's record of sustained exemplary contributions to UT Health San Antonio as well as outstanding leadership service and distinction in their discipline. Additionally, when suitable or otherwise not obvious from the individual's curriculum vitae, documentation of the individual's impact upon students/learners should be sought from selected alumni.

4. The nomination process and preparation of the nomination dossier will follow the protocols established by each School's Dean and Promotion, Tenure, and Appointments Committee (PTAC).

D. Authority of the President

The President has final approval for conferral of the Emeritus title. Such titles become effective after approval by the President and upon the faculty member's date of retirement.

E. Emeritus conferral

The newly named emeritus faculty member will be notified in writing with a letter signed by the UT Health San Antonio President. This letter will enumerate the following benefits and rights bestowed with the Emeritus title, i.e., to:

1. Add the title to one's signature block.

2. Retain one's UT Health San Antonio faculty e-mail address as well as access to the UT Health San Antonio libraries and collections.

3. Receive a special parking tag that is usable in any non-reserved parking place on the UT Health San Antonio campus. This must be formally requested through the academic home department/school.

4. Be listed as Emeritus in the UT Health San Antonio faculty staff on-line directory.

5. Be eligible to join the Association of Retired Faculty and Associates (ARFA).

6. Receive invitations to all campus-wide events.

F. Emeritus title exceptions

1. Conferral of the Emeritus title does not denote employment as a UT Health San Antonio faculty member. Retired faculty, including emeritus faculty, may be eligible for re-employment as UT Health San Antonio faculty in accordance with HOP rules and faculty appointment processes. During any such re-employment, the Emeritus honorific title may be used in addition to the faculty title corresponding to the re-employment.

2. Obligate UT Health San Antonio to provide office space, or laboratory space, or any equipment; however, space and/or equipment may be assigned, if available and documented.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

Board of Regent Rules & Regulations
Rule 31001: Faculty Appointments and Titles

VI. Review and Approval History

A. The approving authority of this policy is the University Executive Committee.

B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
02/2000	Policy origination		
05/2017	Reviewed/revised		
04/2019	Reviewed/revised		
03/2021	Reviewed/revised	Executive Committee	3/2021

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