

Prepared by the Office of the Executive Vice President for Academic Affairs/Provost.  
This replaces Executive Policy E9.209 dated September 1990.

UNIVERSITY OF HAWAI'I

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October 2013

EXECUTIVE POLICY - ADMINISTRATION

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E9.209 Awarding of Emeritus/Emerita Title

I. Introduction

This executive policy directs implementation of Section 9-11c of the Board of Regents' Policies. The following objectives and guidelines shall govern the granting of emeritus/emerita title.

II. Objective

The objectives of this executive policy are:

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

III. Guidelines

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

A. Eligibility.

- 1. Faculty members retired from the University with the rank of full professor or its equivalent who have five or more years of service at that rank are eligible for emeritus/emerita status.

2. Retired vice presidents, chancellors, vice chancellors and equivalent level executives reporting to the Board who have five or more years of service at that classification.
- B. Award Procedures. The emeritus/emerita 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. The honor is also awarded to administrators who have made exceptional contributions to the University, provided long and distinguished service, and are recognized as distinguished leaders in their profession. Since it is an honor bestowed, not applied for, no documentation is expected or required from the awardee. Internal campus/program procedures for the identification of those individuals to be awarded the emeritus/emerita title will be developed by the Vice-Presidents/Chancellors. At a minimum, the procedures for the award will include the following steps:
1. Verification of eligibility by the campus/program human resources office to the Vice President/Chancellor of the unit.
  2. Recommendation by the Vice President/Chancellor to the President of the University. The Vice President/Chancellor is responsible for preparing each letter of notification and congratulation from the Board of Regents to the awardee. These letters are to be forwarded to the President with the recommended list of awardees. Attachment 1 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/emerita status, the Vice President/Chancellors shall send a letter to each awardee explaining the campus privileges associated with emeritus/emerita status.

- C. Privileges. To the extent that resources permit, the emeritus title may confer certain 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 and executives will provide the University community with expert and mature counsel on a variety of matters. Emeriti faculty and executives 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 and executives to assist with special committees, task forces, projects, etc., that can benefit from their experience and knowledge.
- E. Designation. The honorary emeritus/emerita title will be added postpositively for eligible individuals. Thus, for example, retired instructional faculty at UH-Hilo, UH-Mānoa, and UH-West O'ahu shall be awarded the title of Professor Emeritus or Professor Emerita. Retiring specialists and researchers recognized as emeriti would receive the title of Specialist Emeritus/Specialist Emerita or Researcher Emeritus/Researcher Emerita. All retiring community college faculty will receive the title Professor Emeritus, Community Colleges, or Professor Emerita, Community Colleges. Retiring executives shall be awarded the title consistent with their executive service, such as Chancellor Emeritus/Chancellor Emerita or Vice President Emeritus/Vice President Emerita.

Name  
Address1  
Address2

Dear \_\_\_\_\_:

I am pleased to inform you that at its regular meeting on \_\_\_\_\_, the Board of Regents conferred upon you the title of \_\_\_\_\_ in recognition of the dedicated and honorable service you rendered to the University. This title is awarded by the Regents, upon President's recommendation, to faculty retiring from the University with the rank of full professor or its equivalent at a baccalaureate campus, or Professor, Community Colleges, and who have five or more years of service at that rank.

You may use the title immediately. Your Chancellor will inform you of the privileges associated with the emeritus title.

The Board of Regents greatly appreciates your exceptional contributions to our University. Please accept with our deep gratitude the title of \_\_\_\_\_.

Sincerely,

Executive Administrator and  
Secretary of the Board

c: Chair, Board of Regents  
President  
Vice President/Chancellor