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**GUIDELINES ON EMERITUS STATUS  
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**Approved by the Provost, April 24, 2007  
Amended by the Provost, January 17, 2008**

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I. Introduction

Conferral of emeritus status is an honor that may be granted by the Board of Trustees upon the retirement of academic personnel who have provided dedicated and distinguished service to the academic mission of the University. Emeritus status may be awarded to a retiring chancellor, faculty member, or senior administrator in the Division of Academic Affairs.

Emeritus status also provides for continued access to certain University services and privileges. Among the benefits enjoyed are library privileges, listing in the University catalogs and the Faculty/Staff/Student Directory, parking privileges, identification cards providing access to academic and recreational areas of the campus, faculty/staff rates for University productions and events, and receipt of announcements and other materials from various offices throughout the University.

II. Emeritus Status for Faculty

Upon retirement from full-time tenured appointments, faculty members are eligible for appointment to emeritus status at the faculty rank held and in the department served at the time of retirement. Members of the emeritus faculty remain voting members of the General Faculty.

The University is grateful for the past service and numerous contributions of its retired faculty, recognizes their potential as a continuing valuable resource, and is committed to fostering an active, ongoing relationship with them. They are encouraged to engage in service to the University in whatever ways are found to be satisfying and mutually beneficial. In particular the University, as an appreciative beneficiary of their scholarly pursuits and of the academic reputations they earn, will facilitate their efforts by making available its academic resources and other services wherever feasible and legally permissible.

This section describes eligibility and procedures for conferring emeritus status to faculty members.

A. Eligibility

The Board of Trustees grants emeritus faculty status in recognition of dedicated service at UNCG. Any tenured full-time faculty member is eligible for emeritus status. The Board of Trustees may make exceptions to these eligibility requirements in cases of exceptional distinguished service.

B. Procedure

The faculty member's department head initiates the request for approval of the appropriate emeritus title concurrently with the personnel action notifying the University administration of the retirement, using the following procedures:

1. Department Head submits to the dean the request for emeritus title upon notification of retirement. Phased Retirement Program (PRP) participants may request that the department head initiate the approval process for emeritus faculty status upon PRP entry or completion.
2. The recommendation proceeds through administrative channels to the Chancellor, who makes recommendations to the Board of Trustees for action.
3. Upon approval by the Board of Trustees, emeritus status is awarded at the rank held and in the department served at the time of retirement.

### III. Emeritus Status for Senior Administrators

Conference of emeritus status recognizes senior administrators in the Division of Academic Affairs for distinguished contributions to the University and ensures a continued relationship between the retired administrator and the University.

This section describes eligibility and procedures for conferring emeritus status to senior academic and administrative officers.

#### A. Eligibility

The Board of Trustees grants emeritus status to senior administrators in the Division of Academic Affairs in recognition of extraordinary and meritorious contributions to the fulfillment of the University's academic mission. Emeritus status may be conferred upon a senior administrator retiring from the University or a senior administrator who is stepping down from an administrative post to accept a teaching faculty position. Senior administrators must meet the following criteria to be eligible for recommendation to emeritus status:

- must be serving in Academic Affairs (having served at least the last ten years in Academic Affairs) at the time of retirement or acceptance of teaching position;
- must be serving as Senior Academic and Administrative Officer Tier I or Tier II at the time of retirement or acceptance of teaching position
- must have ten or more years of service to UNCG in a Tier I position or 20 or more years of service to UNCG in a Tier II position or must have a total of 20 or more years of service to UNCG when combining years of service in a Tier I and Tier II position; and
- must have a doctorate or an appropriate terminal degree in their field.

The Board of Trustees may make exceptions to these eligibility requirements.

#### B. Procedures

The Board of Trustees, Chancellor, or Provost and Vice Chancellor for Academic Affairs may initiate the recommendation for emeritus status of SAAO Tier I employees upon notification of retirement.

The immediate supervisor may initiate the recommendation for emeritus status of SAAO Tier II employees upon notification of retirement.

Recommendations for emeritus status shall be forwarded to the Chancellor and must include the following information:

1. Nominee's name and position
2. Beginning and ending dates of employment
3. Brief description of the extraordinary and meritorious contributions to the fulfillment of the University mission. It is expected that this description will not exceed two pages.

Upon the approval of the Chancellor, the recommendation is forwarded to the Board of Trustees. Upon Board of Trustees approval, emeritus status is awarded with the title held at the time of retirement.

*Note:* The titles of those granted emeritus status shall be:

Professor Emeritus, Associate Professor Emeritus, etc.

Chancellor Emeritus, Associate Dean Emeritus, etc.