



Vice President and Non-Faculty Emeritus Status

Policy Number	2-011
Responsible Authority	President
Initiating Authority	President
Effective Date	2/6/2020
Date of Origin	2/6/2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to all UCF vice presidents and non-faculty senior administrators who wish to be considered for an emeritus status appropriate to their position. Faculty senior administrators should follow UCF Policy 4-502.3 Faculty Emeritus Status.

POLICY STATEMENT

The title emeritus is provided to individuals who have achieved eminence, and it serves as an honor to the individual and to the university. Vice presidents and non-faculty senior administrators who wish to be considered for emeritus status must apply within two years before retiring from UCF, or up to five years after retiring from UCF, where retiring means the following:

- have met the retirement eligibility criteria for the retirement plan in which they are currently participating (Florida Retirement System Pension Plan, Florida Retirement System Investment Plan, or the State University System Optional Retirement Program);
- have completed and submitted all applicable retirement paperwork to the UCF Human Resources Benefits Section before their retirement date;
- have been a permanent employee at UCF for a minimum of five years; and
- have an established record of distinguished contributions and service to UCF and the UCF community.

The president may grant (or deny) emeritus status on an exception basis and may rescind emeritus status at any time.

PROCEDURES

Nominations are made to the Office of the President. The candidate or nominator will provide a nomination that contains the specific title sought by the applicant, a one-page summary of accomplishments, current resume or curriculum vitae, and other evidence to support the distinguished professional contributions and university activities while at UCF.

These nominations will be forwarded directly to the president for review and consideration. The Office of the President will notify Faculty Excellence when a candidate is selected in order to maintain a complete list of all university personnel who have been awarded emeritus status.

PRIVILEGES

Individuals awarded emeritus status will be afforded the following privileges, in addition to the privileges afforded to all retired employees (UCF Policy 3-001 University Benefits for Retired Employees):

- use of university affiliation in all publications and other works;
- emeritus university ID card;
- unit office space where possible and requested (for a defined period of time);
- the opportunity to conduct university or unit seminars by mutual agreement; and
- invitations to academic and university functions in their areas of interest.

If awarded, the title that the emeritus administrators may hold is of the form “last title held, emeritus,” for example vice president, emeritus.

RELATED DOCUMENTS

[UCF Policy 3-001 University Benefits for Retired Employees](#)

[UCF Policy 4-502.3 Faculty Emeritus Status](#)

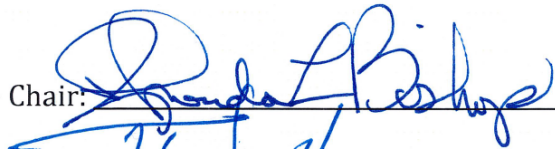
CONTACTS

Office of the President, 4365 Andromeda Loop N, MH 308, P.O. Box 160002, Orlando, FL 32816-0002, 407-823-1823

POLICY APPROVAL
(For use by the Office of the President)

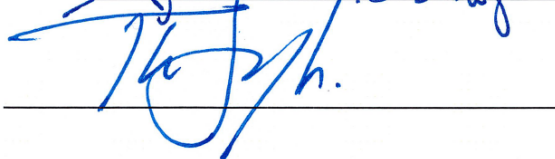
Policy Number: 2-011

University Policies and
Procedures Committee Chair:



Date: 1/23/20

President or Designee:



Date: 2/6/2020