



OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST

EMERITUS APPLICATION POLICY

RESPONSIBLE ADMINISTRATOR: VICE PROVOST FOR ACADEMIC AFFAIRS  
RESPONSIBLE OFFICE(S): OFFICE OF THE VICE PROVOST FOR ACADEMIC AFFAIRS  
ORIGINALLY ISSUED: MARCH 2011  
APPROVALS:

APPROVED BY:

3/28/11

Michael W. Bowers, Executive Vice President and Provost Date

APPROVED BY THE PRESIDENT:

3/30/11

Neal J. Smatresk

Date

REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of this policy is to guide academic and administrative faculty applications for emeritus status. Emeritus status is granted to encourage continued association with the university for the purposes of university service, academic instruction, and scholarly investigation.

ENTITIES AFFECTED BY THIS POLICY

All academic and administrative units are potentially affected by this policy.

WHO SHOULD READ THIS POLICY

All academic and administrative faculty contemplating an application for emeritus status should read this policy, as well as individuals in supervisory roles, including but not limited to Deans, Directors, Chairs, and Vice Presidents of university units.

POLICY

The emeritus faculty policy was approved in a regular meeting of the UNLV Faculty Senate on October 12, 2010.

Emeritus status is a rank awarded by the Board of Regents to full time faculty or professional staff at the time of retirement in recognition of distinguished service to the university in teaching, research, service, or administration in a professional field. Emeritus status may also be granted

to retired administrators (i.e., assistant/associate vice presidents and higher) following approval of the appropriate unit in which the employee is tenured. Emeritus status of the university president is described in the Board of Regents Handbook (Title 4, Chapter 3, Section 29).

Consistent with the Board of Regents policy, eligibility for emeritus status includes continuous employment by the University for at least ten (10) years. Faculty or professional staff must have met that requirement prior to beginning a phase-in retirement program in order to be considered for emeritus status. Faculty awarded emeritus faculty by the Board of Regents have lifetime faculty status at UNLV.

An application for emeritus status must include a letter of intent and *curriculum vitae*, and must be submitted either during the final academic year of employment or no later than one year after the date of retirement.

For academic faculty the application is reviewed by the department faculty and proceeds as follows:

- [1] a recommending vote of the departmental faculty;
- [2] endorsement by the department chair;
- [3] endorsement by the college/school dean;
- [4] endorsement by the provost;
- [5] endorsement by the Faculty Senate Executive Committee; and
- [6] approval by the President.

In the case of administrative faculty the application is reviewed by the immediate supervisor and proceeds as follows:

- [1] a recommendation is made by the immediate supervisor;
- [2] endorsement by an appropriate peer employee group;
- [3] endorsement by the appropriate vice president;
- [4] endorsement by the Faculty Senate Executive Committee; and
- [5] approval by the President.

Emeritus faculty and professional staff are eligible for grant-in-aid privileges in accordance with the policies set forth in the Board of Regents handbook as well as these additional benefits:

- Email account
- Faculty/staff discounts on athletic and cultural tickets.
- Faculty/staff library privileges.
- Faculty/staff parking privileges (NOTE: regular faculty/staff fee applies).
- Faculty/staff identification card.
- Inclusion on mailing lists for performances, lecture series, and other university events.
- Inclusion on invitation lists to certain departmental, college, and university events.

Emeritus status is granted to encourage continued association with the university for the purposes of university service, academic instruction and scholarly investigation. Depending on the academic unit, additional perquisites and privileges may include:

- Emeritus faculty will be recognized similar to active faculty members at all formal occasions. Emeritus faculty are non-voting members of their units and cannot attend personnel meetings of their departmental units, but may be invited to attend faculty meetings by the department chair.
- Emeritus faculty are entitled to use official university stationery and other departmental office privileges for the purposes of university service.
- Special privileges within an academic department relating to office space and use of research facilities may be granted following the approval of the academic faculty in consultation with the department chair.
- Retired graduate faculty appointed to emeritus status shall retain the rights and privileges associated with their level of membership in the Graduate College.

Upon the recommendation of the President and the concurrence of the Board of Regents, emeritus status may be revoked.

---

#### **RELATED DOCUMENTS**

---

#### **I. Nevada System of Higher Education Board of Regents Handbook:**

#### **Title 4 - Codification of Board Policy Statements**

#### **Chapter 3**

#### **PROFESSIONAL STAFF**

#### **Section 40.**

#### **Emeritus/Emerita Status**

1. Emeritus/Emerita status is an honor, which may be awarded to full-time faculty, and professional staff who retire after distinguished and long-term achievement and service to a NSHE institution or to a NSHE System Administration unit. Recommendations for emeritus/emmerita status will be based upon appropriate review processes established at each institution and shall be approved by the President or the Chancellor, in the case of System Administration recommendations. Normally a minimum of ten year's service is required prior to conferral of the title of emeritus/emmerita. The President or Chancellor must provide 5 working days notice to the institutional or System Faculty Senate prior to approving Emeritus/emmerita status. (B/R 4/01)

2. A person granted the title Emeritus/Emerita is considered to have lifetime status as a NSHE employee.

3. Emeritus faculty and professional staff, their spouses and financially dependent children are eligible for grant-in-aid privileges equivalent to those provided to at Title 4, Chapter 18,



Section 5.5.<sup>1</sup> (B/R 4/01)

4. Institutions may adopt such policies concerning additional benefits for emeritus faculty as are considered appropriate. Such policy statements, or a summary thereof, shall be in writing and, as appropriate, included in the administrative manual or faculty handbook of the institution. Additional benefits that may be adopted for System Administration emeritus faculty or staff shall be established in cooperation with a specific NSHE institution on a case-by-case basis. (B/R 4/01)

**II. University of Nevada, Las Vegas, Bylaws:**

CHAPTER III – Policies and Procedures Relating to Faculty Rights and Duties

Section 18. Guidelines for Unranked Positions

18.3 Professor Emeritus. The title "professor emeritus" is reserved as an honorary title for a professor who enters retirement with the respect and admiration of colleagues and students for contributions to the field of specialization and teaching. The qualifications for this title are measured in terms of the person's total contribution to the university based upon both achievement and service. This title is awarded by action of the Board of Regents following approval through regular administrative channels. Faculty members awarded this honorary title are entitled to privileges specified by the president.

---

**CONTACTS**

---

Executive Vice President and Provost

Vice Provost for Academic Affairs

Chair of the Faculty Senate

---

<sup>1</sup> Although this is a quote from the Board of Regents Handbook, it is an incorrect reference. The correct reference is Title 4, Chapter 3, Section 11.