

**120-0 Policy**

The policy on conferring the title suffix Emerita/Emeritus/Emer.<sup>1</sup> on academic appointees is set forth in [Regents Policy 1203: Policy on Emerita/Emeritus Title Suffix, Section C. Conferral on Academic Appointees](#), as follows:

1. The title suffix Emerita/Emeritus shall be conferred, upon retirement, on every Professor and Associate Professor.
2. Upon recommendation of the Academic Senate to the President of the University or designee, the title suffix Emerita/Emeritus for positions held at the time of retirement may be conferred, upon retirement, on those members of the Academic Senate who are not included in section (C)(1).
3. Upon recommendation of the Academic Senate to the President of the University or designee, the title suffix Emerita/Emeritus may be conferred, upon retirement, on other academic appointees who are not members of the Academic Senate but who meet specific criteria established by the President.

**120-10 Criteria**

An academic appointee must hold a title at the time of retirement<sup>2</sup> in order to be eligible to be conferred the Emerita/Emeritus/Emer. title suffix with that title.

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<sup>1</sup> Academic appointees who are conferred this title suffix upon retirement may choose to use the title suffix Emerita, Emeritus, or the abbreviation of Emer. For the purpose of this policy, the abbreviation of Emer. will be recognized as the gender inclusive form of the title suffix.

<sup>2</sup> For the purpose of this policy, “retirement” for members of the University of California Retirement Plan (UCRP) 1976 Tier, the UCRP 2013 Tier and modified 2013 Tier, and the UCRP 2016 Tier includes regular basic retirement under the UCRP, Lump Sum Cashouts from UCRP, and separation from service while receiving disability income from UCRP. For the purpose of this policy, “retirement” for Savings Choice participants is defined as having separated from the University after reaching normal retirement age (as defined in the UCRP for 2016 Tier members) with five (5) or more years of University service. The title suffix Emerita/Emeritus/Emer. shall be granted automatically to Professors and Associate Professors when the effective date of any of these actions is within 120 days of separation from the University.

a. **Professor or Associate Professor**

There are no special criteria for conferral of the title suffix Emerita/Emeritus/Emer. upon every Professor and Associate Professor since the title suffix is conferred automatically upon retirement.

b. **Member of the Academic Senate with an academic title other than Professor or Associate Professor**

Upon recommendation of the Academic Senate, the title suffix Emerita/Emeritus/Emer. for academic positions held at the time of retirement may be conferred on those members of the Academic Senate who do not hold the title of Professor or Associate Professor at the time of retirement. In these cases, the appointee shall be judged by the following criteria:

- (1) evidence of noteworthy and meritorious contributions to the educational mission and programs of the University as determined by local procedures; and
- (2) lack of serious breaches of policy or law, dismissal from the University, or serious discipline while holding the position for which the Emerita/Emeritus/Emer. title is requested. Such occurrences disqualify the appointee from conferral of the title.

c. **Non-Senate academic appointee**

An academic appointee who holds a non-Senate position at the time of retirement and who is not a member of the Academic Senate may be nominated for conferral of the Emerita/Emeritus/Emer. title suffix upon recommendation of the Academic Senate. In these cases, the nominee shall be judged by the following criteria:

- (1) at least ten (10) years of University service;
- (2) attainment of the highest rank, level, or title in the individual's title series;
- (3) evidence of noteworthy and meritorious contributions to the educational mission and programs of the University as determined by local procedures; and
- (4) lack of serious breaches of policy or law, dismissal from the University, or serious discipline while holding the position for which the Emerita/Emeritus/Emer. title is requested. Such occurrences disqualify the appointee from conferral of the title.

**d. Dean or Faculty Administrator**

A Dean or Faculty Administrator who holds that title at the time of retirement may be conferred the Emerita/Emeritus/Emer. title suffix for that title under the criteria set forth in APM - 120-10-b or APM - 120-10-c, as appropriate.

**120-24 Authority**

**a. Professor or Associate Professor**

The title Professor Emerita/Emeritus/Emer. for a retired Associate Professor or Professor is conferred by authority of The Regents but no formal Regental action is required in such cases. (See APM - 120-80-a.). Authority for the curtailment of Emerita/Emeritus/Emer. status for a Professor or Associate Professor rests with the President, on recommendation of the Chancellor. (See [APM - 016](#)).

**b. Member of the Academic Senate with an academic title other than Professor or Associate Professor**

The title suffix Emerita/Emeritus/Emer. for retired members of the Academic Senate who hold an academic appointment with a title other than Associate Professor or Professor at the time of retirement may be conferred by the Chancellor at the respective location following recommendation by the Academic Senate. This authority may not be delegated further. Authority for the curtailment of Emerita/Emeritus/Emer. status for a member of the Academic Senate with a title other than Professor or Associate Professor rests with the President, on recommendation of the Chancellor. (See [APM - 016](#)).

**c. Non-Senate academic appointee**

The title suffix Emerita/Emeritus/Emer. for other non-Senate academic appointees described in APM - 120-10-c may be conferred by the appropriate Chancellor or the Vice President – Agriculture and Natural Resources following recommendation by the Academic Senate. This authority may not be delegated further. Authority for the curtailment of Emerita/Emeritus/Emer. status for a non-Senate faculty member rests with the President, on recommendation of the Chancellor. (See [APM - 016](#)). Authority for the curtailment of Emerita/Emeritus/Emer. status for a non-faculty academic appointee rests with the appropriate Chancellor or Vice President – Agriculture and Natural Resources.

**d. Exceptions should be rare and must be approved by the President.**

**120-80 Procedures**

**a. Professor or Associate Professor**

Conferral of the Professor Emerita/Emeritus/Emer. title suffix shall be effected by the processing of the appropriate payroll action which effects a change in employment status defined as “retirement” for the purposes of this policy.<sup>3</sup>

**b. Member of the Academic Senate with an academic title other than Professor or Associate Professor**

- (1) The nomination process for conferral of the Emerita/Emeritus/Emer. title suffix shall be subject to local procedures.
- (2) Upon evaluation based on the criteria set forth in APM - 120-10-b and the recommendation of the Academic Senate to the Chancellor, the title suffix Emerita/Emeritus/Emer. may be conferred.
- (3) The Chancellor will notify the appointee in writing of the conferral of the title suffix Emerita/Emeritus/Emer.

**c. Non-Senate academic appointee**

- (1) The nomination process for conferral of the Emerita/Emeritus/Emer. title suffix shall be subject to local procedures.
- (2) For an appointee in an academic title that does not carry membership in the Academic Senate, there shall be consultation with the appropriate committee of the Academic Senate. Upon evaluation based on the criteria set forth in APM - 120-10-c, the Academic Senate may make a recommendation to the Chancellor or Vice President – Agriculture and Natural Resources for conferral of the title suffix Emerita/Emeritus/Emer.
- (3) The Chancellor or Vice President – Agriculture and Natural Resources will notify the nominee in writing of the conferral of the title suffix Emerita/Emeritus/Emer.

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<sup>3</sup> See footnote 2.

**d. Allocation of space resources**

The University is eager to support the activities of Emerita/Emeritus/Emer. faculty and to help assure that they continue to contribute actively to the intellectual enrichment of the campuses. To this end, yet recognizing office and laboratory space shortages and campus resource limitations, the needs of productive Emerita/Emeritus/Emer. faculty should be carefully considered in the allocation of available space resources on each campus, per local campus procedures.

**Revision History**

XXXX XX, 2020:

- Substantive revisions to: (1) add gender inclusive language; (2) define “retirement” for Savings Choice Participants for the purposes of this policy; (3) add criteria for the recommendation of members of the Academic Senate, other than a Professor or Associate Professor, non-Senate academic appointees, Deans, and Faculty Administrators; (4) add criteria for the disqualification of members of the Academic Senate, other than a Professor or Associate Professor, or non-Senate academic appointees; (5) add language clarifying that an individual must be holding a title at the time of retirement to be eligible for the use of the Emerita/Emeritus/Emer. title suffix for that title; (6) add language on the authority to curtail Emerita/Emeritus/Emer. status; and (7) incorporate the previous Appendix A relating to space and resource allocation into the policy text.

July 1, 2019:

- Technical revisions to comply with [Regents Policy 1203: Policy on Emerita/Emeritus Title Suffix](#).

For details on prior revisions, please visit the Academic Personnel and Programs website: <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html>.