Granting of Emeritus Status, A PHHP Guide  
HR contact: Lorie Martin

From Emeritus (Modifier for Faculty title) (http://regulations.ufl.edu/chapter7/7003.pdf). Faculty members, academic administrators, and such other officers of the University as the President may designate shall become eligible for the title "Emeritus" in connection with their faculty rank when they retire. The title is to be conferred, as the word indicates, for recognition by one’s colleagues of meritorious service, and it shall entail continued campus courtesies, under the same conditions as required for active faculty and administrators, including parking, use of the library and recreation facilities, admission to athletics and cultural events, receipt of such publications as are sent to regular faculty members and members of the Alumni Association, participation in contract and grant endeavors, and participation in academic convocations. Consideration for this title shall be accomplished prior to the faculty member’s retirement. The names of all eligible nominees shall be submitted by the chairperson to the faculty for a departmental vote. A favorable nomination shall be submitted through the appropriate administrative channels (Dean, Vice President) to the Office of Academic Affairs for final action.

From the PHHP College Constitution (http://facultycouncil.phhp.ufl.edu/constitution-2/constitution/):

**Appointment of Emeritus Faculty** - An affirmative vote of departmental faculty is required before an individual can be recommended for appointment to emeritus status.

- Retiring faculty member’s name should be submitted by the Department Chair to all faculty for a departmental vote, prior to the faculty member’s retirement.

- After the departmental vote, and assuming a favorable outcome, the Department Chair should submit an Emeritus request letter addressed to the Senior Vice President for Health Affairs, noting the vote count, requesting the status of Emeritus be granted to the faculty member. This letter will come from the Chair and Dean both, so please include both signature lines. An approval line should be added for the Senior Vice President for Health Affairs and Provost Joe Glover. Send draft to Lorie before printing for signatures. When sending the original to Lorie to secure signatures, include a copy of the faculty member’s CV.

- Once approved, the Department Chair (or the Dean) will then write a letter to the faculty member acknowledging the granting of Emeritus status.

- When the termination ePAF is entered, action will be ‘Retirement’ and reason will be *REM ‘Retire with Emeritus Status’*. Copies of all Emeritus paperwork, as well as a copy of this checklist should be submitted to Lorie with the rest of the termination packet, following the guidelines for Terminating an Employee.

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