

UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES (UPG)

UPG #4

PROCEDURE FOR AWARDING EMERITUS STATUS

- 4.01 Eligibility.** Emeritus status can be conferred only on former faculty and academic staff who have had permanent employment with the University and who have activated their annuities or who are eligible to receive an annuity from the Wisconsin Retirement System. Individuals who have held a concurrent senior administrative title of dean or higher may be granted emeritus status by the Chancellor for the administrative title.
- 4.02 Designation of Emeritus.**
- (1) Emeritus status can be granted effective at any time after an employee retires. Recommendations for emeritus status for retiring faculty or academic staff usually begin at the department or functionally equivalent level (through the Executive Committee or Standards, Rank, and Promotions Committee when such exists) and proceeds through the Dean's office to the Chancellor.
 - (2) In addition to the conditions set forth in section 4.01 above, each department/unit is free to establish the criteria it chooses for the recommendation of emeritus status.
 - (3) The recommendation should include the employee's expected date of retirement and a draft letter of appreciation prepared by the department for the Chancellor's signature. A single draft letter coordinated between the departments should be submitted for employees holding joint positions. If a draft letter is not received, a standard letter will be used.
 - (4) Upon the Chancellor's decision to award emeritus status, a letter recognizing this distinction and indicating the benefits of emeritus status will be sent from the Chancellor to the recipient, with copies to the Secretary of the Faculty and Academic Staff, the department chair or unit head, the UW-Extension Director of Human Resources, and the dean or director.
- 4.03 Privileges of Emeritus.** Emeritus status is primarily an honorary designation. Emeriti may have some library, parking, and other privileges depending on institutional policies. If a department wishes to extend further privileges, the Chancellor's approval is required.

Established September, 1991
Revised January, 1995
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Revised February, 2012