

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM #7050 (REVISED) March 1998

SUBJECT: **AWARDING OF EMERITUS TITLE**

1. References:

1. Board of Regents Bylaws and Policies, Section 9-13d.
2. Executive Policy E9.209, Awarding of Emeritus Title.

2. Purpose:

The purpose of this CCCM is to delineate the general procedures by which emeritus titles are awarded to faculty in the community colleges.

3. Responsibilities:

- a. Senior Vice President, University of Hawai>i and Chancellor for the Community Colleges (hereinafter Chancellor):
 - 1) Develops and disseminates procedures by which emeritus titles are awarded to the faculty in the community colleges.
 - 2) Recommends to the President of the University on November 15 and May 15 of each year those faculty recommended for the emeritus title. (University-wide recommendations are submitted to the Office of the BOR in December and June each year for consideration by the BOR Personnel Committees). Prepares a letter of notification and congratulations from the Board of Regents to each awardee and forwards same to the President with the recommended list of awardees. (Attachments 1 and 2)
- b. Provost/Director of Employment Training Center:
 - 1) Develops and implements campus procedures for recommending qualifying faculty members for emeritus title. Submits copy of campus procedures to Chancellor for record purposes. The campus procedures should minimally incorporate the steps listed in Attachment 3.

- 2) Submits to the Chancellor names of faculty recommended for awarding of the emeritus title by November 1 and May 1 of each year. Verifies eligibility of the recommended faculty member in accordance with Board Policy requirements, and attaches:
 - a. written recommendations for each recommended faculty member (Attachment 4); and
 - b. a copy of a Payroll Notification Form (PNF) from at least five years before the retirement date to verify that the Faculty Member has been a Professor, Community Colleges, for a minimum of five years.
 - 3) Sends a letter to each awardee upon notification, explaining campus privileges associated with emeritus title (Attachment 5).
 - 4) Places faculty member's name in campus catalog and other appropriate publications.
4. Revisions:

CCCM 7050 (December 1995).

Joyce S. Tsunoda
Senior Vice President, University of Hawai'i and
Chancellor for Community Colleges

Attachments

Date

TO: President

SUBJECT: **RECOMMENDATIONS FOR EMERITUS TITLE**

Pursuant to *Executive Policy E9.209*, I request that you recommend to the Board of Regents that the emeritus title be awarded to the following faculty members. All faculty being recommended are eligible for emeritus status and have been recommended by their respective Provosts.

<u>Name of Faculty</u>	<u>College</u>	<u>Discipline</u>	<u>Retirement Date</u>
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Joyce S. Tsunoda
Senior Vice President, University of Hawai'i and
Chancellor for Community Colleges

Attachment

TO: David B. Ramos
Chairperson, Board of Regents

FROM: President

SUBJECT: **AWARDING OF EMERITUS TITLE**

1. Specific Action Requested

I recommend that the Board of Regents award the emeritus title to the faculty members identified on the attached list.

2. Recommended Effective Date

Upon retirement of the faculty member (or BOR approval, whichever is later).

3. Purpose

The Board of Regents has provided for the granting of the emeritus title to recognize and honor faculty retiring from the university for their dedication and years of service.

4. Specific Issue and Background

Senior Vice President, University of Hawai'i and Chancellor for the Community Colleges Joyce S. Tsunoda has recommended that the faculty identified on the attached list be awarded the emeritus title.

5. Action Recommended

I request that the Board of Regents bestow the emeritus title on the (#) faculty members identified on the attached list.

Attachment

c: Interim Board Secretary Iha
System Director Hong
Senior VP/Chancellor Tsunoda
Provost

1998-99 EMERITUS TITLE CANDIDATES

<u>College</u>	<u>Title</u>	<u>Discipline</u>	<u>Retirement Date</u>
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KAPI'OLANI CC

Doe, John	Professor, Community Colleges	Student Services	August 1, 1998
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Date

Dear _____ :

Please accept our congratulations on the occasion of your retirement on (Date) .

The Board of Regents, by official action on April 16, 1969, and as amended on March 16, 1990, has authorized the awarding of the emeritus title to faculty in recognition of dedicated and honorable service rendered to the University. The title is conferred upon recommendation from the President to those persons who retire from the University of Hawai>i with the rank of Full Professor or its equivalent at a baccalaureate campus, or Professor, Community Colleges rank at the Community Colleges and who have five or more years of service at that rank.

We are pleased to inform you that you have been awarded the title of Professor Emeritus, Community Colleges. You are authorized to use the title immediately, and to enjoy such privileges as it may convey. A letter from your campus will be forthcoming detailing the privileges associated with the emeritus title.

We wish to express the gratitude of the University of Hawai>i for your dedication and service, which have helped to bring the University to its present level of achievement.

Sincerely,

David Iha

Interim Secretary of the Board

c: Senior VP/Chancellor Tsunoda
Provost _____

**EMERITUS TITLE
PROCEDURES**

1. Division/Department

- Makes recommendations for the awarding of the emeritus title to retiring Community Colleges Professors.

The recommendations should include a summary of the faculty members' accomplishments and reasons for the recommendations.

- Submits the recommendations to the Division Chair.

2. Division Chair

- Independently, or in conjunction with Division/Department, makes recommendations for the awarding of the emeritus title to retiring Community Colleges Professors.

The recommendations should include a summary of the faculty members' accomplishments and the reasons for the recommendation.

- Submits the recommendations to the appropriate Dean or Director.

3. Dean/Director

- Reviews the recommendations from Division/Department and Division/Department Chair for the awarding of the emeritus title to retiring Community Colleges Professors and adds his/her recommendations.

- Submits the package of recommendations to the Provost.

4. Provost

- Reviews the emeritus recommendations, adds his/her recommendations, and submits the recommendations to the Senior Vice President, University of Hawai'i and Chancellor for Community Colleges in the format shown in Attachment 4.

Date

TO: Senior Vice President, University of Hawai'i and Chancellor for Community Colleges

FROM: Provost

SUBJECT: **AWARDING OF EMERITUS TITLE**

In recognition of their dedicated and honorable service and in accordance with approved campus procedures, I am pleased to recommend the following retired to Rank V faculty for the awarding of emeritus status:

NAME OF FACULTY MEMBER (LEGAL NAME)	DISCIPLINE	VERIFICATION OF ELIGIBILITY--5 YEARS OR MORE SERVICE AS PROFESSOR, CC (Y/N)	RECOMMENDATION ATTACHED (Y/N)

This action is consistent with the objectives of Executive Policy, E9.209, Awarding of Emeritus Title, which are to:

- A. Honor well-qualified and respected retired University of Hawai'i faculty members.
- B. Recognize and retain the expertise of retired faculty as valued University resources.
- C. Establish guidelines and procedures for the awarding of the emeritus title and accompanying specific privileges and service opportunities.

Please call me at _____ if there are any questions.

Date

Dear _____ :

On behalf of _____ Community College, please accept my congratulations on the awarding of the title Professor Emeritus, Community Colleges to you.

The title of Professor Emeritus, Community Colleges confers certain privileges and courtesies associated with regular faculty status. As a retired emeritus faculty member, you shall be entitled to lifetime library privileges at _____ Community College as well as the University of Hawai'i at Mānoa. In addition, you will be able to continue to purchase UHM athletic and theater tickets as a regular faculty member. To obtain an I.D. card, present this letter to the Identification (I.D.) Office, University of Hawai'i at Mānoa Campus Center Complex, 2465 Campus Road.

Your name will be included in college publications such as the college catalog, and your expert and mature counsel may be called upon by the college for, but not limited to, participation on division/departmental committees and commencement and other formal ceremonies; to serve as guest lecturer and to participate in seminars, colloquia, and other scholarly meetings; and to serve on special committees and task forces.

Parking?
Office Space?

Once again, congratulations, and thank you for your many years of dedicated and faithful service.

Sincerely,

Provost

c: Senior VP/Chancellor
Director, Identification Office (UHM)
University Relations Office (UH)
University Theater (UHM)
Director, Athletics Department (UHM)
Director of Administrative Services (CC)
Dean (CC)