MEMORANDUM

TO: Randolph Moore
   Chair, Board of Regents

VIA: David Lassner
     President

VIA: Risa Dickson
     Vice President for Academic Affairs

From: Joanne Itano
      Associate Vice President for Academic Affairs

SUBJECT: PROPOSED AMENDMENT TO BOARD OF REGENTS POLICY 9.211 RELATING TO EMERITUS/EMERITA TITLE

SPECIFIC ACTION REQUESTED:

It is requested that the BOR approve the proposed revision to Board of Regents policy 9.211, Health Fund, Retirement and Other Benefits, section III (A) (3), relating to emeritus/emerita titles.

RECOMMENDED EFFECTIVE DATE:

Upon BOR approval.

ADDITIONAL COSTS:

None

PURPOSE/BACKGROUND:

The purpose of this policy is to honor well qualified and respected retired UH faculty members and executives. The policy also establishes the guidelines and procedures for the awarding of the emeritus/emerita title.

The proposed revision to Board of Regents policy 9.211, Health Fund, Retirement and Other Benefits, section III (A) (3), relating to emeritus/emerita...
titles, is to delegate to the President the approval of emeritus/emerita titles that meet the criteria outlined in the policy. The Board of Regents retains approving authority for all other requests upon recommendation of the President.

The rationale for the request is to provide a more timely review of requests for emeritus/emerita titles. Since individuals for whom this title is requested are likely to continue to contribute to the University, a timely awarding of the title will facilitate their efforts with, if available, parking, library and possible office space privileges. An annual report will be submitted to the Board for the awarding of emeritus/emerita titles under this delegation of authority.

The accompanying executive policy will also be revised and is attached for your information.

ACTION RECOMMENDED:

It is recommended that the BOR approve the proposed revisions to Board of Regents Policy 9.211, Health Fund, Retirement and Other Benefits, section III (A) (3), relating to emeritus/emerita titles.

Attachments:
1. Proposed revisions to Section 9-11, Chapter 9 Personnel, BOR Policy, tracked changed format
2. Proposed revisions to Section 9-11, Chapter 9 Personnel, BOR Policy, clean version
3. Proposed revisions to Executive Policy E9.209 Awarding of the Emeritus/Emerita Title

Cynthia Quinn, Executive Administrator and Secretary of the BOR
Debra Ishii, System Director, Office of Human Resources
Proposed Revisions (Clean Format)

Regents Policy 9.211

a. Emeritus/Emerita Title.

(1) The emeritus/emerita title is an honor bestowed by the Board upon retiring or retired faculty members in recognition of dedicated and honorable service rendered to the University and to administrators who have made exceptional contributions to the University and provided long and distinguished service, and who are recognized as distinguished leaders in their profession.

(2) The emeritus/emerita title is conferred to those persons retiring from the University with the rank of full professor or its equivalent or in the position of vice president or chancellor for five or more years to the University at that rank or position.

(3) Individuals holding equivalent or higher positions, who report to the Board, may be considered by the Board for the emeritus/emerita title using the above criteria.

(4) An individual may be awarded only one emeritus/emerita title from the University.

(5) The Board of Regents delegates to the President approval of the emeritus/emerita title who meet the criteria established in this policy.
Proposed Revisions (Track Changed Format)

**Regents Policy 9.211 Chapter 9—11-(c)**

**a. Emeritus/Emerita Title.**

1. The emeritus/emerita title is an honor bestowed by the Board upon retiring or retired faculty members in recognition of dedicated and honorable service rendered to the University and to administrators who have made exceptional contributions to the University and provided long and distinguished service, and who are recognized as distinguished leaders in their profession.

2. The emeritus/emerita title is conferred to those persons retiring from the University with the rank of full professor or its equivalent or in the position of vice president or chancellor for five or more years to the University at that rank or position.

3. Individuals holding equivalent or higher positions, who report to the Board, may be considered by the Board for the emeritus/emerita title using the above criteria.

4. An individual may be awarded only one emeritus/emerita title from the University.

4.5. The Board of Regents delegates to the President approval of the emeritus/emerita title who meet the criteria established in this policy.
Proposed Executive Policy Revision  
(for your information)

Title
Awarding of Emeritus/Emerita Title

Header
Executive Policy Chapter 9, Human Resources  
Executive Policy EP 9.209, Awarding of Emeritus/Emerita Title  
Effective Date: October 2014  
Prior Dates Amended: September 1990, October 2013  
Responsible Office: Vice President for Administration, Office of Human Resources  
Governing Board of Regents Policy RP 9.211, Health Fund, Retirement, and Other Benefits  
Review Date: August 2019

I. Purpose
This executive policy directs implementation of RP 9.211, Health Fund, Retirement, and Other Benefits of the Board of Regents' Policies. The following objectives and guidelines shall govern the granting of emeritus/emerita title.

II. Definitions
No policy specific or unique definitions apply.

III. Executive Policy
A. Objectives of this executive policy are:

1. To honor well qualified and respected retired UH faculty members, vice presidents and chancellors.

2. To recognize and retain the expertise of retired faculty, vice presidents and chancellors as valued University resources.
3. To establish guidelines and procedures for the awarding of the emeritus/emerita title and accompanying specific privileges and service opportunities.

B. Guidelines: The emeritus/emerita title is awarded in accordance with the following guidelines.

1. Eligibility:
   a. Faculty members retired from the University with the rank of full professor or its equivalent who have five or more years of service at that rank are eligible for emeritus/emerita status.
   b. Vice presidents and chancellors retired from the University who have five or more years of service at that classification.

2. Award Procedures: The emeritus/emerita title is an honor bestowed by the Board of Regents to UH faculty members in recognition of dedicated and honorable service rendered to the University. The honor is also awarded to vice presidents and chancellors who have made exceptional contributions to the University, provided long and distinguished service, and are recognized as distinguished leaders in their profession. Since it is an honor bestowed, not applied for, documentation is not expected or required from the awardee. Internal campus/program procedures for the identification of those individuals to be awarded the emeritus/emerita title will be developed by the vice presidents/chancellors. At a minimum, the procedures for the award will include the following steps:
   a. Verification of eligibility by the campus/program human resources office to the Vice President/Chancellor of the unit.
   b. Recommendation by the Vice President/Chancellor to the President of the University. The Vice President/Chancellor is responsible for preparing each letter of notification and congratulation from the Board of Regents or President, depending on approving authority, to the awardee. These letters are to be forwarded to the President with the recommended list of awardees. Attachment 1 provides a sample of such a letters.
   c. Review by the President. The President is delegated authority by the Board of Regents to approve requests for faculty, vice presidents and chancellors that meet the criteria set forth in the Regents Policy. Board of Regents retains approving authority for all other requests upon recommendation by President.
   d. Upon approval by the President or Board of Regents approval for the award of emeritus/emerita status, the letters prepared to congratulate awardees shall be sent by the President's Office. The Vice President/Chancellors shall send a letter to each awardee explaining the campus privileges associated with emeritus/emerita status.
e. An annual report of all emeritus/emerita titles approved will be submitted to the Board by the System Office of Human Resources.

3. Privileges: To the extent that resources permit, the emeritus title may confer certain privileges and courtesies associated with regular faculty status. A retired emeritus faculty member shall be entitled to lifetime library privileges. In addition, at the discretion of the college or department, the individual may be invited to participate at commencement and other formal ceremonies; may be included in such publications as the college catalog or on department stationery; and may, at the discretion of the institution, be allocated office space and parking privileges dependent on available resources.

4. Service Opportunities: It is intended that emeriti faculty and executives will provide the University community with expert and mature counsel on a variety of matters. Emeriti faculty and executives may serve as guest lecturers and participate in seminars, colloquia, lectures and other scholarly meetings at the invitation of the sponsoring University unit. The University community is encouraged to call upon the services of emeriti faculty and executives to assist with special committees, task forces, projects, etc., that can benefit from their experience and knowledge.

5. Designation: The honorary emeritus/emerita title will be added postpositively for eligible individuals. Thus, for example, retired instructional faculty at UH-Hilo, UH-Mānoa, and UH-West O'ahu shall be awarded the title of Professor Emeritus or Professor Emerita. Retiring specialists and researchers recognized as emeriti would receive the title of Specialist Emeritus/Specialist Emerita or Researcher Emeritus/Researcher Emerita. All retiring community college faculty will receive the title Professor Emeritus, Community Colleges, or Professor Emerita, Community Colleges. Retiring executives shall be awarded the title consistent with their executive service, such as Chancellor Emeritus/Chancellor Emerita or Vice President Emeritus/Vice President Emerita.

C. An individual may be awarded only one emeritus/emeriti title from the University.

IV. Delegation of Authority

The Board of Regents delegates authority to President to grant emeritus/emerita status for faculty, vice presidents and chancellors who meet the criteria set forth in regents policy. The Board of Regents retains authority to grant emeritus/emerita status upon recommendation of the President for all other requests.