

120-0 Policy

The policy on conferring the title suffix Emerita/Emeritus 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

There are no special criteria for conferral of the title suffix Emerita/Emeritus upon every Professor and Associate Professor since the title suffix is conferred automatically upon retirement.¹

Upon recommendation of the Academic Senate, 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 do not hold the title of Professor or Associate Professor at the time of retirement.

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 title suffix upon recommendation of the Academic Senate. In these cases, the nominee shall be judged by the following criteria:

¹ For the purpose of this policy, “retirement” includes regular basic retirement under the University of California Retirement Plan (UCRP), Lump Sum Cashouts from UCRP, and separation from service while receiving disability income from UCRP. The title suffix Emerita/Emeritus 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. at least ten (10) years of University service;
- b. attainment of the highest rank in the individual's title series; and
- c. evidence of noteworthy and meritorious contributions to the educational mission and programs of the University.

120-24 Authority

- a. The title Professor Emerita/Emeritus 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.);
- b. The title suffix Emerita/Emeritus for other retired members of the Academic Senate who hold an academic appointment with a title other than Associate Professor or Professor may be conferred by the Chancellor at their respective location following recommendation by the Academic Senate. This authority may not be delegated further.
- c. The title suffix Emerita/Emeritus for other non-Senate academic appointees described in APM - 120-0 may be conferred by the appropriate Vice President or Chancellor following recommendation by the Academic Senate. This authority may not be delegated further.
- d. Exceptions should be rare and must be approved by the President.

120-80 Procedures

a. **For a Professor or Associate Professor:**

Conferral of the title Professor Emerita/Emeritus shall be effected by issuance of the appropriate payroll form which effects a change in employment status.

b. **For an academic appointee, other than a Professor or Associate Professor, who is a member of the Academic Senate:**

- (1) Upon the recommendation of the Academic Senate to the Chancellor, the title suffix Emerita/Emeritus may be conferred.
- (2) The Chancellor will notify the nominee in writing of the conferral of the title suffix Emerita or Emeritus.

c. For an academic appointee who is not a member of the Academic Senate:

- (1) For a nominee in an appointment category 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, the Academic Senate may make a recommendation to the Vice President or Chancellor for conferral of the title suffix Emerita/Emeritus.
- (2) The Vice President or Chancellor will notify the nominee in writing of the conferral of the title suffix Emerita or Emeritus.

Revision History

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>.

GENERAL UNIVERSITY POLICY
REGARDING ACADEMIC APPOINTEES
Emerita/Emeritus Titles

APM - 120
APPENDIX A

January 29, 1991

Chancellors

Dear Colleagues:

On October 12, 1954, then President Sproul issued a policy statement on the allocation of space to emeritus professors (copy attached). Consultation with the Academic Senate and the Council of Chancellors has led to a decision to replace that statement with the following principles.

Some of the University's most eminent scholars have retired recently, and many more will in the near future. Despite formal retirement, many are still among our most creative colleagues and continue to make major contributions in their fields. They, of course, continue to be members of the Academic Senate, their departments, and their disciplinary communities. Some are recalled to the University to teach, while many continue their scholarly or creative activities and their active service to the University. The University is eager to support their activities and to help assure that they continue to contribute actively to the intellectual enrichment of their campuses.

Unfortunately, the University has been unable to respond adequately to the increasing requirements for office and laboratory space generated by the growth of the University and the current wave of retirements. The recently approved Voluntary Early Retirement Incentive Program will place even further demands on limited space. While we are striving to alleviate these space shortages, current budgetary constraints and the lead time required to construct new buildings severely limit our ability to resolve this pressing problem in the immediate future.

Accordingly, I request that you consider carefully the needs of productive emeritus professors in the allocation of available resources on your campus, and I urge you to encourage their continued participation in the affairs of their departments. We collectively must resolve to search for ways to assure that the University continues to benefit from the intellectual contributions of these valued colleagues.

Sincerely,

David Pierpont Gardner

Attachment

GENERAL UNIVERSITY POLICY
REGARDING ACADEMIC APPOINTEES
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APM - 120
APPENDIX A

Office of the President
October 12, 1954

CHIEF LOCAL ADMINISTRATIVE OFFICERS:

A state-wide policy for the allocation of space to emeritus professors having been requested, the following are established as the considerations which shall govern in the allocation of such space:

1. The University will provide space, when available, to emeritus professors who desire and need space to continue their scholarly or creative work, but not for any other purpose. The provision of such space shall not imply any claim upon a departmental budget.
2. Professors who wish space assigned to them as emeritus professors should formally request it prior to their retirement, stating the purpose for which it is to be used.
3. Requests for space for emeritus professors shall be evaluated by the campus Committee on Buildings and Campus Development, and approved by the Chief Local Administrative Officer.
4. The effectiveness of use of space assigned to emeritus professors shall be reviewed every two years by the campus Committee on Buildings and Campus Development. Space which is not effectively used shall be reassigned by the Chief Local Administrative Officer to another member of the University staff.

Robert G. Sproul