



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Emeritus Status	<b>Policy Number</b>	366
<b>Section</b>	Human Resources	<b>Approval Date</b>	February 23, 2021
<b>Subsection</b>	Compensation and Benefits	<b>Effective Date</b>	February 23, 2021
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

**1.1** Emeritus status is an honor and recognition for select retirees. Emeritus status provides linkage with the institution in order to promote continued development of the University, retain contact with those carrying significant university memory, and allow opportunity for specific university privileges and benefits. In granting emeritus status and associated privileges and benefits, the University recognizes the great advantages that accrue to the University in maintaining its association with distinguished retirees.

### 2.0 REFERENCES

**2.1** UVU Policy 322 *Employment Responsibilities and Standards*

**2.2** UVU Policy 357 *Employee Tuition Remission*

**2.3** UVU Policy 635 *Faculty Rights and Professional Responsibilities*

### 3.0 DEFINITIONS

**3.1 Department:** The department is the academic or administrative unit to which the retiring employee was most recently assigned to during pre-retirement service at the University.

**3.2 Emeritus:** A person retired from professional life who is permitted to retain, as an honorary title, the rank of the last position they held.

**3.3 Full-time employee:** An employee hired into a position in which the University has a reasonable belief that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period; a full-time employee is eligible for benefits.



## 4.0 POLICY

### 4.1 Emeritus Status

**4.1.1** Emeritus status may be conferred by the University as an honor and recognition for select retirees. Through emeritus status, Utah Valley University recognizes retiring full-time employees who (1) have made significant meritorious contributions to the University in the areas of student success, teaching, scholarship, leadership, innovation, and/or service and (2) retire in good standing:

**4.1.1.1** Faculty emeritus—the faculty member’s professorial rank at the time of retirement, e.g., a faculty member retiring as an associate professor would be eligible for the rank of associate professor emeritus.

**4.1.1.2** Executive/staff emeritus—the executive or staff member’s position title at the time of retirement.

**4.1.2** Human Resources shall maintain a record of retired employees who have received emeritus status.

**4.1.3** Emeritus status is not an entitlement nor may it be offered as an incentive for retirement.

**4.1.4** Individuals recognized with emeritus status are expected to observe standards of professionalism as found in the University Code of Conduct, UVU Policy 322 *Employment Responsibilities and Standards*, and UVU Policy 635 *Faculty Rights and Responsibilities*.

### 4.2 Privileges and Benefits

**4.2.1** The University Benefits Committee shall recommend privileges and benefits of emeritus status.

**4.2.2** The University Benefits Committee shall review privileges and benefits at least every three years and recommend any changes to President’s Council.

**4.2.3** President’s Council reviews these recommendations and approves any changes to privileges and benefits available to those receiving emeritus status.

**4.2.4** Human Resources shall publish the currently approved privileges and benefits of emeritus status on its website and communicate any changes to those previously granted emeritus status.



## 5.0 PROCEDURES

### 5.1 Eligibility

**5.1.1** Retiring employees are eligible to be considered for emeritus status upon retirement from the University if the retiring employee is

**5.1.1.1** At least age 57 with a minimum of 10 years of full-time university employment service, or

**5.1.1.2** Have a combined age and years of full-time university employment service that is 75 or greater, or

**5.1.1.3** Be at any age with at least 30 years of full-time university employment.

**5.1.2** The President, Provost, or vice president may grant eligibility exceptions for employees terminating their employment at the University for extenuating circumstances, such as illness or accident, before these employees have satisfied the years of service or age requirement.

**5.1.3** A retiring employee shall submit the *Emeritus Consideration Request Form* to Human Resources no less than six months prior to the employee's retirement date. Exceptions may be granted at the discretion of the Provost or vice president of the retiring employee's division.

**5.1.4** Employees who terminate employment from the University to accept a position elsewhere shall not be considered for emeritus status.

**5.1.5** Employees who retired prior to the effective date of this policy shall be eligible for consideration by submitting the *Emeritus Consideration Request Form* to Human Resources.

### 5.2 Procedure for Granting Faculty Emeritus Status

**5.2.1** A retiring faculty member shall be considered for emeritus rank upon their submission of the *Emeritus Consideration Request Form* to Human Resources. If the Office of the Provost in consultation with Human Resources determine the applicant is retiring in good standing with the University, Human Resources shall forward the candidate's application to their department chair and RTP committee.

**5.2.2** The RTP committee shall meet and vote upon the recommendation within 120 calendar days of the retirement date. The RTP committee shall provide an opportunity for absent members to vote. Upon simple majority vote, the RTP committee will forward their recommendation with the *Emeritus Consideration Request Form* to the department chair.



**5.2.3** The department chair shall review the recommendation of the RTP committee and the *Emeritus Consideration Request Form*, provide comments regarding the meritorious contribution of the candidate, and forward their recommendation to the dean within 14 calendar days.

**5.2.4** The dean shall consider the recommendation of the department chair and RTP committee and submit a written recommendation for action to the Provost within 30 calendar days.

**5.2.5** The Provost shall consider the recommendation from the dean and present a written recommendation to President's Council for their consideration and action.

**5.2.6** Upon a majority vote of approval, the President shall communicate in writing the emeritus rank to the retiring employee.

### **5.3 Procedure for Granting Executives and Staff Emeritus Status**

**5.3.1** A retiring executive or staff employee shall be considered for emeritus status upon their completion of the *Emeritus Consideration Request Form* on the Human Resources webpage. If Human Resources determines whether the applicant is retiring in good standing with the University, Human Resources shall forward the candidate's application to their supervisor.

**5.3.2** Supervisors shall review the *Emeritus Consideration Request Form*, provide comments about the meritorious contribution of the candidate, and forward the request form and their comments and written recommendation to the second-level supervisor of the candidate within 30 calendar days.

**5.3.3** The second-level supervisor shall review the *Emeritus Consideration Request Form* and the first-level supervisor's comments and recommendation, and then send these documents with their written recommendation to the appropriate vice president, to the Provost, or the President within 14 calendar days.

**5.3.4** The appropriate vice president, the Provost, or the President shall consider the recommendation from the supervisors and present a written recommendation to President's Council for their consideration and action.

**5.3.5** Upon a majority vote of approval, the President shall communicate in writing the emeritus status to the retiring employee.



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<b>POLICY HISTORY</b>		
February 12, 2009	Regular policy approved.	UVU Board of Trustees
June 22, 2017	Non-substantive change: Reference to UVU Policy 351 <i>Annual Compensation and Benefits Plan</i> removed from section 2.0 as the policy was deleted from the Policy Manual.	UVU Policy Office
October 23, 2019	Non-substantive change. Sections 5.2.2 and 5.4.1. “Senior Vice President of Academic Affairs” updated to “Provost.”	UVU Policy Office
February 23, 2021	Regular policy approved with revisions.	UVU Policy Office