

UH MĀNOA GUIDELINES FOR REQUESTS TO AWARD EMERITUS TITLE

The emeritus title is an honor bestowed to well-qualified and eligible faculty by the President. Executive Policy EP 9.209 (October 2014, and the Board of Regents Policy RP 5.219 (January 2018); outlines the current guidelines in awarding the title to retired rank 5 Mānoa faculty, including eligibility criteria and privileges.

Request for emeritus titles shall be submitted in Action Memo format to the Provost via the Office of the Vice Chancellor for Academic Affairs (OVCAA), who will act as the secretariat for this process for the Mānoa campus. Upon the Provost's concurrence, requests will be forwarded to the President for review and approval.

The Mānoa procedures are as follows:

Eligibility. Faculty who have retired from UH Mānoa with five (5) or more years of full-time service at rank 5 are eligible.

Identification. Deans and Directors are requested to determine eligibility of a faculty member for emeritus status and to send a request via the respective Vice Chancellor to the Vice Chancellor for Academic Affairs. Please also note that an individual may be awarded only one (1) emeritus/emerita title from the University. The request for emeritus title can be initiated once the faculty member indicates s/he is going to retire (if the title desired upon retirement; the unit can also wait until the faculty member retires to initiate the process). In both cases, the awarding of the title can only occur once retirement is effective. The nomination should include the recommendation of the nominee's department and the Dean/Director. The Dean/Director should consult the faculty member's personnel file, along with the recommendation of the department. Along with the request memorandum, please attach the following:

- 1) Copy of the Personnel Notification Form (PNF) verifying the person's service at rank 5 status for five (5) or more years (please redact personally identifiable information or sensitive information including date of birth, ethnicity, social security number, etc.);
- 2) A copy of the signed PNF showing the retirement status and date (if post retirement);
- 3) Emeriti candidates most current mailing address;
- 4) Vote by the emeriti candidates department on their request for emeritus status;

- 5) Statement on how the emeriti candidate (and or his/her work) will benefit UH Mānoa if granted emeritus status;
- 6) Request for President's Confirmation of Emeritus/Emerita Title Awards spreadsheet (emailed to deenay@hawaii.edu).

All of the aforementioned documents, except the last one should be gathered once the faculty member notifies the unit that s/he is retiring and submitted with the nomination. An employee may rescind his/her retirement filing up to the last day prior to retirement. As such, the second item – a copy of the signed PNF showing the retirement status and date – cannot be processed until the retirement is effective. Therefore, the unit should ensure that a copy of the completed PNF is included in their file on the faculty member's emeritus request.

Recommendations. Upon receipt and review of the documents, the Vice Chancellor for Academic Affairs will make a recommendation to the Provost. The Provost will review and if Provost concurs, will make a recommendation to the President, for consideration and review.

Notification. Upon President's approval, the President will notify the individuals approved for emeritus title via letter advising on the campus privileges associated with the emeritus status.

Exceptions. On an exception basis, Deans and Directors may propose emeritus status for retired faculty who do not hold rank 5 status or lack the required 5 years. This request should be accompanied by the recommendations of the department and Dean, and a curriculum vitae if appropriate. Each case will be sent to the UH Mānoa Deans and Directors for review, comments and recommendation. The Provost will review the nomination, and feedback from the Deans/Directors and make a recommendation. If Provost concurs, the nomination will be transmitted to the President for review and recommendation to the Board of Regents as an exception to BOR policy for the March Board of Regents Board Meeting.

Your assistance to ensure compliance with Executive Policy EP 9.209; Board of Regents Policy RP 5.219 and Mānoa guidelines pertaining to requests for awarding emeritus title is appreciated. Should you have further questions, please contact the Office of the Vice Chancellor for Academic Affairs at 956-4571.