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**Effective Date:** July 2017  
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**Policy/Guideline Custodian:** Faculty Affairs  
**Category:** Academic

Title
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<b>Emeritus Faculty Status Guidelines and Procedures</b>
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**Policy Statement**

According to the UF Regulation 7.003 Academic Personnel Employment Plan: Academic Appointments, Types of Appointments, Appointment Status Modifiers, and Academic-Administrative Classification Titles, faculty members, academic administrators, and such other officers of the University as the President may designate shall become eligible for the title "*Emeritus*" in connection with their faculty rank when they retire.

The title of *Emeritus* is to be conferred in recognition of meritorious service. The title shall entail continued campus courtesies, under the same conditions as required for active faculty and administrators, including parking, use of the library and recreation facilities, admission to athletics and cultural events, receipt of such publications as are sent to regular faculty members and members of the Alumni Association, participation in contract and grant endeavors, and participation in academic convocations.

Consideration for this title shall be accomplished prior to the faculty member's retirement although the Provost may permit consideration following retirement in exceptional circumstances.

The names of all eligible nominees shall be submitted by the chair to the faculty for a departmental or school vote. The results of the departmental or school vote shall accompany the submission of the nomination to the President from the department or school, the chair or director, the dean or Provost. The President will make the final determination.

The following guidelines and procedures have been established for faculty wishing to receive *Emeritus* faculty status within the University of Florida College of Dentistry.

Guidelines for Obtaining *Emeritus* Faculty Status at UFCD

- Professor and above is highly encouraged. Associate Professor rank is required.
- Minimum of 10 years of service at the University of Florida.
- Sustained service to the department, college, university and national/international organizations where applicable.
- Sustained national and international recognition based on the faculty's assigned track as assessed in the comprehensive CV and external letters of evaluation (if applicable).
- Favorable departmental vote (2/3) preferred.

#### Procedures for Obtaining *Emeritus* Faculty Status at UFCD

- Nomination for *Emeritus* status should be made to the department chair. The nomination must be accompanied by the nominee's comprehensive CV.
- In order to additionally demonstrate sustained service, external (tenured or tenure track-faculty) or internal (non-tenured or non-tenure track faculty) letters of evaluation may be solicited by the department chair in consultation with the nominee, whereby the focus of the letters of evaluation should be on the college, university, national and/or international recognition of the nominee (where applicable).
- Following review of the comprehensive CV and external letters of evaluation (if solicited), all regular full-time faculty in the department (tenured and non-tenured faculty including clinical/research/scientist modifier and Assistant In or Associate In titles are eligible to participate in a departmental vote for *emeritus* faculty status.
- Following a departmental vote, the department chair will submit the nominee's comprehensive CV, external letters of evaluation and a chair's letter to the College's P&T Advisory Committee.
- Following review of the comprehensive CV, letters of evaluation (if solicited), departmental vote and chair's letter, the College's P&T Advisory Committee will participate in a vote for *emeritus* faculty status.
- Following the P&T Advisory Committee's vote, the Office of Faculty Affairs will forward all documentation to the Dean for review.
- If the Dean concurs with the request, the request will be forwarded to the Sr. Vice President for Health Affairs followed by the Provost and University President for approval.
- As mentioned above, according to the UF regulation, "the President will make the final determination and notify the Office of Academic Affairs."
- Nominated faculty will be notified by UFCD Office of Faculty Affairs of *emeritus* status determination.

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#### References

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[UF Regulation 7.003](#)

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**Contact Information**

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**Policy Contact**

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Associate Dean of Faculty Affairs

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**Important Dates**

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- Effective Date, name and title of Approver: July 2017, Dr. A. Isabel Garcia, Dean
- Revision and Review Dates, title of Reviewer or Approver: March 2022, Dr. A. Isabel Garcia, Dean