I. Title: Emeritus

II. Policy

A. Emeritus faculty title denotes an established record of dedication and distinguished and honorable service at UT Health San Antonio. The President has final approval of Emeritus appointments. The appointment may be bestowed at retirement or in anticipation of retirement, effective the first date of retirement, and is given for life.

III. Criteria

A. Criteria for an appointment to an Emeritus Professorship are:

1. Minimum of eight consecutive years of employment just prior to retirement and having attained the rank of full professor with tenure.

2. Outstanding leadership and distinction in candidate’s field recognized broadly by senior faculty, typically both in the United States and abroad.

3. Originality, independence, leadership, and continuing productivity in investigative, teaching, or scholarly activity.

4. Ability to develop in student’s superb scholarly curiosity, critical thinking, and productivity relative to candidate’s field of study.

5. Excellence as an academic role model for students and faculty.

6. Consistently excellent contributions as a faculty member in the operation, development, and/or improvement of the department and/or school.

IV. Process

A. The nominations process can begin once a firm retirement date has been established in writing and may be initiated after retirement. The nomination will be approved and forwarded in sequence by the department’s and/or school’s Promotions, Tenure and Appointments Committee (PTAC), and forwarded by the department Chair or Dean’s designee through the appropriate Dean for consideration and recommendation to the President.
B. Materials that should accompany the recommendation include:

1. The candidate’s curriculum vita and letters of recommendation from senior faculty outside this institution, documenting the candidate’s outstanding leadership and distinction in their field.

2. It is suggested for criteria 2 through 6 above, that, in addition to the nominating unit’s letter and the Dean’s approval, letters be obtained from faculty members in the applicant’s home department or school and, when appropriate, from faculty members in the other schools of UT Health San Antonio.

3. Additionally, when suitable or otherwise not obvious from the individual’s curriculum vita, documentation of the individual’s impact upon students should be sought from selected alumnae.

C. The President has final approval of Emeritus appointments. Such appointments become effective after approval by the President and upon the faculty’s member’s retirement.

D. The newly named emeritus faculty member will be notified in writing with a letter signed by the UT Health San Antonio President. This letter will include a list of the benefits to be bestowed, as follows:

1. Have the right to add the title to his/her signature block;

2. Retain UT Health San Antonio e-mail account and address;

3. Receive a special parking tag, upon formal request through department, that is usable in any non-reserved parking place on the UT Health San Antonio campus;

4. Be listed as Emeritus under department in the faculty staff on-line directory;

5. Receive a complimentary membership to the Association of Retired Faculty and Associates (ARFA);

6. Receive invitations to all campus-wide events.

E. Professor Emeritus status does not obligate UT Health San Antonio to provide office or laboratory space; however, space may be assigned if it is available.