Emeritus Titles

General information

The emeritus title confers a lifetime academic appointment and may only be conferred upon retired faculty members who, during their period of active service at the University, held one of the following titles:

- Professor
- Associate Professor
- Research Professor
- Distinguished Senior Lecturer
- Clinical Professor
- Professor of Practice
- Professor of Instruction
- Medical titles: Professor of Clinical Nursing, Professor of Medicine (Clinical Researcher), Professor of Medicine (Clinical Educator), Professor of Medicine (Clinical Scholar)

The emeritus title may also include a named professorship, chair, or fellowship held by the faculty member prior to retirement, if approved by the Dean and department chair, and if not prohibited by the conditions of the professorship, chair, or fellowship.

Review HOP 2-2430: Emeritus Titles for additional information.

Emeritus status is not automatically granted upon retirement, but must be requested following the steps listed below.

Process

1) The department should assemble an emeritus nomination packet consisting of the following:

- A memo from the department chair supporting the nomination, including the following information:
  - The faculty member's accomplishments, individual distinction, and quality of contribution and service to the University
  - The breakdown of votes by the department Budget Council or Executive Committee
  - The effective date of the emeritus award (may not be earlier than the faculty member's first day of retirement)
  - Any honorific titles (Named Professorship, Chair, or Fellowship; Distinguished Teacher Award) to be included in the emeritus title
- An up-to-date CV for the faculty member

2) Department forwards nomination packet to the Office of the Dean EA. Dean's memo is drafted and added to the nomination packet.

3) Office of the Dean EA forwards the emeritus nomination packet to evpp-aps@utexas.edu. Once received, Academic Personnel Services (APS) will process an Interim Emeritus Academic Appointment in Workday for the faculty member to ensure they retain privileges, i.e., network and library access, while their nomination goes through the approval process.

4) APS will review the nomination packet and forward it to the Office of the President for approval.

5) After the nomination is reviewed by the President, APS will notify the faculty member and CSU of the decision. If approved, APS will process the necessary transactions to establish the faculty member's emeritus status in Workday.

Emeritus Privileges and Perquisites

Holders of emeritus titles will be granted the following privileges and perquisites, per HOP 2-2430: Emeritus Titles, section VII.A.4:

- Membership (without vote) in the General Faculty and in the college and department faculties in which membership was held at the time of retirement
- Eligibility to serve on graduate committees, subject to the approval of the senior vice provost and dean of graduate studies
- Listing in the faculty directory and in the appropriate college catalog
- Use of the campus mail service consistent with HOP 4-1140: University Mail Services.
- Office space, when available and with the approval of the chair of the department, the Dean, and the President
- Membership, without vote, in the General Faculty and in the college and department faculties in which membership was held at the time of retirement
Resources

- HOP 2-2430: Emeritus Titles
- EVPP: Faculty Retirement
- EVPP: Seminar on Retirement

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