

Faculty Emeritus/Emerita Designation Guidelines



Office of Faculty Affairs
UNIVERSITY OF COLORADO
COLORADO SPRINGS

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OVERVIEW



What is Emeritus/Emerita?

An honorary designation awarded upon retirement to faculty with a record of strong contributions to the university. Faculty are nominated for emeritus/emmerita status by their department and approved by the dean, provost, and chancellor.

The emeritus/emmerita designation is added to the title/rank held by the faculty member at the time of retirement

APS 5060 Faculty Appointments, Appendix A. Faculty D.1.



Who Can Be Nominated?

- Retiring faculty members may be nominated and considered during the year prior to the date of retirement.
- Retired faculty members may be nominated and considered at any time following the date of their retirement.
- Nominations are submitted by the retiring/retired faculty member or any faculty member in their department on their behalf.

THE NOMINATION AND APPROVAL PROCESS



Request to Department Chair

A written request is submitted for emeritus/emmerita designation with a short vita to the Department Chair of the primary unit.



Department Review

The faculty of the primary unit assesses the retiree's contributions, made in accordance with any department-level evaluation criteria and provides a recommendation to the Department Chair.



Department Chair

The Department Chair drafts a nomination letter and forwards the short vita and recommendation to the college dean. Chairs may consider using the [Emeritus Nomination letter template](#).



Chancellor

The Chancellor shall forward a positive or negative recommendation in writing as expeditiously as possible back to the provost.



Provost

The Provost shall forward the short vita, the chair's nomination letter, the dean's positive or negative recommendation in writing, and a positive or negative recommendation in writing as expeditiously as possible to the Chancellor.



College Dean

The dean shall forward the short vita, the chair's nomination letter, and a positive or negative recommendation in writing as expeditiously as possible to the Provost and Executive Vice Chancellor for Academic Affairs.



Decision

The Provost notifies the faculty member and dean of the final decision. Original letters are retained in the faculty member's official personnel file.

Approved: The effective date may be no earlier than the day following the faculty member's retirement date.

Denied: The retired or retiring faculty member shall continue to be eligible to receive any and all other benefits provided to retired faculty.

Key Points



The Chancellor's decision is **final**.



Emeritus status is **not** automatically conferred.



It is separate from faculty retirement agreements. (APS 5016)

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BENEFITS

STANDARD BENEFITS

All regularly retired faculty have access to a range of exclusive perks, including access to campus facilities such as our library and fitness center.



Health Benefits and Life Insurance

CU helps make retirement more secure with benefits coverage for eligible retirees, their spouses and their dependent children.



Lifetime Free Parking

Employees who retire with a minimum of 15 continuous years of employment at the University of Colorado Colorado Springs are eligible to receive a complimentary parking permit every year for life.



Retiree Email

Retirees from UCCS maintain their UCCS email address indefinitely, and have access to email, calendaring, groups, tasks and reminders. They also have access to Office 365 Web and OIT support services.



Kraemer Library Privileges

Kraemer Library will continue to extend borrowing privileges to all faculty and staff who retire as employees of UCCS.



Recreation and Wellness Center

Retirees are able to purchase a membership at Campus Recreation Guest Services Desk.

POTENTIAL EMERITUS-RELATED BENEFITS

Emeritus-related benefits, services, and support may be negotiated to provide retiring faculty who have been granted the Emeritus/Emerita title with opportunities to maintain their connection to the university. Decisions regarding these benefits are made at the discretion of the Primary Unit Chair, Dean, Provost, and/or Chancellor, with an emphasis on fairness, consistency, and equitable access. This approach encourages thoughtful consideration of individual circumstances while ensuring that similarly situated faculty have comparable opportunities to receive benefits and access university resources. Any negotiated benefits must be permitted under and administered in accordance with all applicable University of Colorado requirements, including Regent Laws and Policies, CU System Administrative Policy Statements, and relevant campus-level policies, procedures, approval processes, and delegated authority requirements associated with the specific benefit.

Campus-Level Options

- HR reclassified as a "working retiree"
- OOR/OSPR support for grant submissions with approval
- Graduate Student Support/Supervision with approved "special membership status"
- Library Liaison support

College/Department Options

- College/Department-sponsored computer access and software access
- Office/Lab/Research space
- Graduate Student Supervision