

**University of Baltimore**  
**Policy VI-7.3 Emeritx Faculty Members**

*Approved by UFS 5/21/10; 12/6/17; 3/4/20*

*Revised by Office of the Provost to comply with State Policies, 2010 Approved by AG's Office 12/10/10*

*Approved by President 12/15/10; 4/20/18; March 2020*

*Reviewed by Deans (CAS, CPA, MSB) and Associate Provost Spring 2024*

**I. Eligibility**

During a person's final year at the University, if the person holds faculty rank, regardless of whether the person has participated in the Phased Retirement Program, the person may be considered for Professor Emeritx or Associate Professor Emeritx or status if the person meets the following criteria:

- A. The person must have achieved the rank of either associate professor or full professor; **and**
- B. The person must have:
  - 1a. held a faculty rank at the college level for at least twenty (20) years, at least the last ten (10) years of which have been at the University of Baltimore; **or**
  - 1b. held a faculty rank at the University of Baltimore for fifteen (15) years;  
**and**
  - 2. given distinguished or exemplary service to the University of Baltimore.

**II. Procedures for Appointment**

A faculty member eligible under Section I of this policy may be awarded emeritx status through the following steps:

- A. The person must be nominated by colleagues at the lowest level of the academic organization (department, division, or school, as applicable) and a recommendation made to the dean with a majority vote at that level;
- B. The dean, after reviewing the recommendation and the faculty member's curriculum vitae, will submit his/her recommendation to the provost, together with the recommendation of the academic unit's faculty;
- C. The provost will review these recommendations and submit them along with a recommendation to the president; and
- D. The president will take all of the recommendations into consideration and render a decision to approve or disapprove the emeritx appointment.

**III. Exceptions**

- A. A unit that has the ability to nominate someone for emeritx status may request an exception to the criteria identified in I. In recommending a person for this status, the unit should provide a rationale for granting emeritx status. The person's service to the University should be comparable to the criteria identified in I.
- B. Approving emeritx status for exceptions follows the steps outlined in II.

#### IV. Privileges of Emeritx Faculty

- A. Emeritx faculty will be entitled to the same privileges as set forth for all retired faculty in the [University of Baltimore Policy for Engaged Retirement](#).
- B. In addition, emeritx faculty will enjoy the following privileges:
  - A. Being provided, upon request to and with approval of the dean, official university stationery and business cards, indicating their emeritus or emerita status, which may be used in context of significant ongoing professional connection with the University;
  - B. Upon mutual consent of the school or college and the emeritus faculty member, serving on and chairing research committees;
  - C. Being provided, as determined annually by the appropriate dean in the exercise of his/her discretion and based on available space and the ongoing research and teaching involvement needs of the emeritus or emerita faculty member, the use of office space and appropriate support services;
  - D. Parking privileges on the same basis as regular faculty when attending University functions or performing professional activities;
  - E. Marching in academic processions and participating in commencement;
  - F. Where faculty have also held a named chair, or other distinguished position, they will also be entitled to apply to use the title of that named chair or professorship or position with the qualifier “emeritus” or “emerita” or some other version of emeritx of their choosing.
- C. Additional privileges may be provided through the Appendix to this policy.

## APPENDIX to VI-7.3 UB Faculty Emeritx Policy

This appendix provides procedures associated with the Faculty Emeritx policy and, if they may become available, privileges beyond those identified in the policy itself.

### I. Procedures for Utilizing Privileges

- A. At the time of retirement, notify the Office of Human Resources of one's interest in exercising the privileges of engaged retirement and emeritx status. The Office of Human Resources may provide additional process information. Note that engaged retirement includes the retention of a UB email account and ID, as well as logon privileges associated with faculty.

The Office of Technology Services requests notification if a retired faculty member no longer wishes to maintain an email account or personal drive on the UB servers.

- B. The person who has been approved for emeritx status must write to the dean of the school or college in which the person has held faculty status to request access privileges named in IV B. The request must be specific about the privilege(s) sought and the time period for which it or they are sought. **Requests for service on research committees and for office space must be made annually.** Office space requests must be linked specifically to the work the person is doing within the school or college (e.g., teaching, research, etc.).
- C. Requests to participate in academic processions such as Commencement must be made to the dean with a copy to the leadership of the Division of Student Success and Support Services at least 30 calendar days before the procession is to occur.
- D. Parking privilege requests must be made to the University office managing parking, noting the purpose for which parking is sought (e.g., teaching a course). This policy does not assume that the University will pay for an emeritx faculty member's parking.

### II. Additional Privileges

*As these are identified, they may be added here. Privileges related to electronic access to UB resources are addressed in the engaged retirement policy and practices.*