

Quick Guide for Requesting Emeritus Status

Individuals that are retiring with a CE academic appointment may be approved to receive an Emeritus title. However, this title is not automatically granted. Candidates for an Emeritus title are required to have attained the highest rank in his/her title series; have at least ten years of University service; and have evidence of meritorious service to the University.

Provided below is a brief reference guide on the key actions required to have such a title approved.

Retiring CE Academic Personnel

Prepare a proposal for emeritus status to include anticipated retirement date, number of years of University service, and a summary of his/her University employment history; with particular focus on evidence of meritorious and noteworthy service to the University. It's extremely helpful to also attach a copy of your Curriculum Vitae (CV) and bibliography to the request.

OPTIONAL: If you would like to continue working in your UC Extension and Research Program after retirement, please include a written work plan agreement (attached) summarizing specific and clear measurable goals, anticipated programmatic impacts, include any individual(s) you plan to work with to achieve planned goal(s), what resources you'll need, and proposed method(s) for obtaining needed resources. The work plan agreement should also include an effective period with begin and end dates.

Note: All work plans for active Emeriti Advisors shall be reviewed and approved on an annual basis.

Submit emeritus request, and if applicable, the work plan agreement to the County Director or immediate supervisor for review.

Individuals with a County Director appointment should forward their proposal for emeritus status direct to Academic Human Resources (AHR).

County Director/Immediate Supervisor

Review emeritus proposal and if in agreement; concur on the emeritus request and submit to the AHR. If applicable, the CD may also review the work plan agreement and submit it to the AHR Office.

Academic Human Resources (AHR)

Review emeritus proposal for policy compliance and submit for review to the Associate Vice President, Wendy Powers.

Associate Vice President

If emeritus request is recommended by the Associate Vice President, the request is then forwarded to the ANR Vice President for assessment and decision.

If request is approved, written notification from the Vice President's Office will be provided to the candidate and a copy to the AHR.