

## PPM 306: Emerita Emeritus Emer Status

<b>Responsible Officer:</b>	Associate Vice President
<b>Responsible Office:</b>	<a href="#">Office of the Associate Vice President</a>
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**Note: For links to referenced documents see Section VI,  
*Related Information* below.**

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## I. POLICY SUMMARY

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- A. This section of the Policy and Procedure Manual (PPM) for the University of California (UC) Agriculture and Natural Resources (ANR) describes the local implementing procedures for UC Academic Personnel Manual (APM) Section 120, *Emerita/Emeritus/Emer. Titles*. This section supplements UC APM-120, and should be read in concert with that policy. Nothing contained in these implementing procedures should be read or interpreted to contradict the UC policy. If any provision should contradict the UC policy, the UC policy shall prevail.
- B. UC ANR values its active Emeriti academic appointees and the many contributions Emeriti make to UC. Individuals retiring with an academic appointment may apply for an Emerita/Emeritus/Emer. title. Candidates for an Emerita/Emeritus/Emer. title are required to meet the criteria for conferral described below.
- C. Selected academic appointees have been assigned to a UC campus with personnel actions approved through campus academic policies and procedures. Thus, those selected academic appointees are subject to campus policies and procedures and are not addressed in UC ANR local implementing procedures. This section of the Policy and Procedure Manual is applicable only to academic appointees subject to UC ANR personnel actions.

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## II. DEFINITIONS

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- A. **Emer.:** The gender-neutral expression used in lieu of “Emeritus” or “Emerita.”
- B. **Emerita/Emeritus/Emer.:** An honorary title which, once conferred, remains with the academic appointee until death, subject to the condition of below item III.C.4.

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## III. POLICY TEXT

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### A. Criteria for Emerita/Emeritus/Emer. Title

Each UC ANR academic appointee candidate for the Emerita/Emeritus/Emer. title must meet all of the following criteria:

1. Have at least ten years of University service;
2. Have attained the highest rank, level or title in their title series;
3. Have evidence of noteworthy and meritorious contributions to the educational mission and programs of the University; and
4. Have no serious breaches of policy or law, dismissal from the University, or serious discipline while holding the position for the Emerita/Emeritus/Emer. Title requested. Such occurrences disqualify the academic appointee from conferral of the title.

## B. Process

The UC Regents standing orders require that the Vice President confer Emerita/Emeritus/Emer status after review by the Academic Senate. UC ANR has implemented a procedure to comply with this requirement; see Section V, *Procedures* below.

## B. Allocation of Space Resources

UC ANR is eager to support the activities of Emerita/Emeritus/Emer academic appointees and to help assure they continue to contribute actively to the intellectual enrichment of the University. However, within UC ANR there is a shortage of office space. Therefore, office space can only be provided if available at no additional cost. Priority shall be given to Emerita/Emeritus/Emer who plan to continue creative work after retirement, as a contribution to UC ANR's planned work. Provision of office space will not usually include provision of secretarial or other office assistance.

## C. Gift and Grant Funds

1. When an academic appointee retires, gift and grant funds given to UC ANR in support of designated programs remain in the UC ANR account under the direction of the UC Cooperative Extension (UCCE) Director, the Research and Extension Center (REC) Director, or the Statewide Program/Institute Director ("Director/Immediate Supervisor"). The funds continue supporting the programs for which they were given and cannot be used for other purposes without the consent of the original donor or granting agency.
2. If an Emerita/Emeritus/Emer. academic appointee asks to continue their UC ANR research program, they may do so only with prior consultation and agreement by the Director, approval of the Vice Provost of Strategic Initiatives and Statewide Programs, or the Vice Provost of Research and Extension. If both the Director and the Vice Provost approve, the Emerita/Emeritus/Emer. appointee may:
  - a. Use existing gift and grant funds to support the program area or projects funded -- outreach activities, research activities, presentation of papers at professional society meetings, completion of work in progress, and other activities within the scope of approved programmatic work. Travel expenditures approved by the Director are consistent with programmatic goals.
  - b. Submit expenditures for UC ANR activities to the Director for approval in accordance with applicable policies, regulations and procedures.
  - c. Continue as the Principal Investigator (PI) on uncompleted research projects if considered appropriate by the Director and the Vice Provost.
  - d. In the UCCE program, at the discretion of the UCCE county/area Director, and if space, county budgets, and regulations permit, an Emerita/Emeritus/Emer. appointee may continue using available county funds, office space, telephone, computer facilities, vehicles, etc.
3. When a new academic appointee is hired, the Director will determine how existing program funds are to be utilized to support the new appointee, along with the final completion of UC ANR Emerita/Emeritus/Emer. appointee activities.

4. If the UCCE, REC or Statewide Program/Institute Director determine the Emerita/Emeritus/Emer. academic appointee, does not comply with University policies, regulations, procedures and/or the designated program activities, the Director, with the concurrence of the Vice Provost, may disallow further use of the program funds.

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## **IV. COMPLIANCE / RESPONSIBILITIES**

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- A. UCCE, REC, and Statewide Program/Institute Directors are responsible for reviewing requests for Emerita/Emeritus/Emer. status and for rendering their opinion to Academic Human Resources.
- B. The UC ANR Vice Provost of Strategic Initiatives and Statewide Programs and the Vice Provost of Research and Extension (Vice Provosts) are responsible for reviewing proposed *Work Plan Agreements*, discussing them with the Director, and rendering their opinion to Academic Human Resources.
- C. UC ANR Academic Human Resources is responsible for reviewing the *Emeritus Request Form* as well as the *Work Plan Agreement* (if applicable), and advising the Associate Vice President as to conformance to the relevant UC ANR policies and procedures.
- D. Program Council is responsible for reviewing the *Emeritus Request Packet* and if approved, for directing Academic Human Resources to forward the request to the UC ANR Associate Vice President (Associate Vice President).
- E. The UC ANR Vice President (Vice President), with the recommendation of Program Council, confers the title of Emerita/Emeritus/Emer. on UC ANR's retiring academic appointees. The authority for the curtailment of Emerita/Emeritus/Emer. status within UC ANR rests with the Vice President.

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## **V. PROCEDURES**

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### **A. Retiring Academic Appointee**

The retiring academic appointee interested in/seeking Emerita/Emeritus/Emer. status should prepare a proposal as follows.

1. Contact the Director/Immediate Supervisor to discuss the programmatic need and planned activity(ies).
2. Complete the *Emeritus Request Form*.
3. Prepare a proposal for Emerita/Emeritus/Emer. status to include anticipated retirement date, number of years of University service, and a summary of University employment history; with particular focus on evidence of meritorious and noteworthy service to the University. Attach a copy of the Curriculum Vitae (CV) and bibliography to the request.
4. (Optional). If the retiring appointee would like to continue working in their UC

extension and research program after retirement, they should include a written work plan agreement using the *Emeritus Work Plan Agreement* form. This should include a summary of specific and clear measurable goals, anticipated programmatic impacts, any individual(s) they plan to work with to achieve planned goal(s), what resources will be needed, and the proposed method(s) for obtaining the needed resources. The *Work Plan Agreement* should also include an effective period with beginning and ending dates. All *Work Plan Agreements* for active Emerita/Emeritus/Emer. appointees are reviewed annually.

5. Submit the *Emeritus Request Form* (with the *Emeritus Work Plan Agreement* form if applicable) to the Director for review. (Individuals with a Director appointment should forward their proposal for Emerita/Emeritus/Emer. status directly to Academic Human Resources).

#### **B. Director/Vice Provost**

The Director will review the Emerita/Emeritus/Emer. proposal, and (if applicable), review the *Work Plan Agreement* and request the Vice Provost's approval of the *Agreement*. If the Director concurs with the request, it is submitted to Academic Human Resources.

#### **C. Academic Human Resources**

Academic Human Resources will review the emeritus proposal for policy compliance and submit it and the *Work Plan Agreement* (if applicable), to the Associate Vice President.

#### **D. Associate Vice President**

The Associate Vice President reviews the request and if recommended, Academic Human Resources will forward the request to the UC ANR Program Council for review and recommendation.

#### **E. Program Council**

Program Council will review the request and make a recommendation to the Vice President.

#### **F. Vice President**

The Vice President will notify the appointee in writing of the status of the conferral of the title suffix Emerita/Emeritus/Emer.

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## **VI. RELATED INFORMATION**

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- [Regents Policy 1203: Policy on Emerita/Emeritus Title Suffix](#)
- [UC Office of the President Academic Personnel Manual 120, Emerita/Emeritus/Emer. Titles](#)
- [UC ANR Academic Human Resources Unit Emeritus Information](#)

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## **VII. FREQUENTLY ASKED QUESTIONS**

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Not used.

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## **VIII. REVISION HISTORY**

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### **November 2017:**

Format updated.

### **March, 2021:**

Revised for current practices, consistency and clarity, titles and links updated, and gender-neutral language incorporated.

### **September 2022:**

Format updated