



UNIVERSITY
of HAWAII®
MĀNOA

December 9, 2010

MEMORANDUM

TO: Mānoa Deans and Directors

FROM: Virginia S. Hinshaw
Chancellor *Virginia S. Hinshaw*

SUBJECT: UH Mānoa Guidelines for Requests to Award Emeritus Title

Please see attached revised guidelines regarding requests to award emeritus title. We have been notified that the Board of Regents review and approval will occur over two (2) BOR meetings. As such, the major change to the guidelines is that the requests must be submitted to the Office of the Chancellor via the Office of the Vice Chancellor for Academic Affairs no later than January 15 for consideration at the February/March meeting and July 15 for the August/September meetings. There are no changes to the eligibility criteria and privileges.

Mahalo.

Attachment

c: Vice Chancellor Dasenbrock
Vice Chancellor Ostrander
Vice Chancellor Hernandez
Vice Chancellor Cutshaw
Assistant Vice Chancellor McCreary
Director Kuniyoshi
Administrative/Personnel Officers

Revised December 1, 2010

UH MANOA GUIDELINES FOR REQUESTS TO AWARD EMERITUS TITLE

The emeritus title is an honor bestowed to well-qualified and eligible faculty by the Board of Regents (BOR) upon recommendation of the Chancellor and President. Executive Policy E9.209 (September 1990), outlines the current guidelines in awarding the title to retired rank 5 Mānoa faculty, including eligibility criteria and privileges.

Requests for emeritus titles shall be submitted to the Chancellor via the Office of the Vice Chancellor for Academic Affairs (OVCAA), who will act as the secretariat for this process for the Mānoa campus. Upon the Chancellor's concurrence, requests will be forwarded to the President biannually for consideration and approval at the March and September BOR meetings. At this time, the BOR requires two (2) months for review and approval – as such, requests to the BOR via the Chancellor must be submitted to the OVCAA by January 15 for consideration at the February/March meetings and by July 15 for the August/September meetings.

The Mānoa procedures are as follows:

Eligibility. Faculty who have retired from UH Mānoa with five (5) or more years of full-time service at rank 5 are eligible.

Identification. Upon retirement of the faculty member, Deans and Directors are requested to determine eligibility for emeritus status and to send a request via the respective Vice Chancellor to the Vice Chancellor for Academic Affairs. The request for emeritus title should be made after the retirement date and include the recommendation of the nominee's department and the Dean/Director. Along with the request memorandum, please attach a copy of the Personnel Notification Form (PNF) verifying the person's service at rank 5 status for five (5) or more years, and a signed PNF showing the retirement status and date. Please submit the BOR request memorandum and related documents by January 15 for consideration at the February/March meetings and by July 15 for the August/September meetings.

Recommendations. Upon receipt and review of the documents, the Vice Chancellor for Academic Affairs will make a recommendation to the Chancellor. The Chancellor will review and if Chancellor concurs, will make a recommendation to the Board of Regents via the President biannually, for consideration and review at the appropriate BOR meetings for those retirees recommended by their unit.

Notification. Upon BOR approval, the Chancellor will notify the individuals approved for emeritus title via letter advising on the campus privileges associated with the emeritus status.

Exceptions. On an exception basis, Deans and Directors may propose emeritus status for retired faculty who do not hold rank 5 status or lack the required 5 years. This request should be accompanied by the recommendations of the department and Dean, and a curriculum vitae if appropriate. Each case will be considered separately on its merits, and if Chancellor concurs, will be transmitted to the Board of Regents as an exception to BOR policy.

Your assistance to ensure compliance with Executive Policy E9.209 and Manoa guidelines pertaining to requests for awarding emeritus title is appreciated. Should you have further questions, please contact the Office of the Vice Chancellor for Academic Affairs at 956-8447.