

System-wide Policy: HR0102 - Emeritus Status	
Version: 1	Effective Date: 10/01/2017

HR0102 – Emeritus Status

SECTION 1. Objective

To recognize retiring faculty members or administrators for distinguished service to the University of Tennessee over an extended period of time.

Policy:

1. Faculty members and administrators of a campus or institute may be awarded emeritus status at the discretion of the campus chancellor or vice president of the institute where the individual has served. When judged appropriate, it is customary to award this distinction at the time of retirement to faculty members retiring with the rank of professor and administrators retiring with the rank of dean, vice chancellor, or provost.
2. Emeritus status may be awarded to an administrator in the university-wide systems administration at the president's discretion. When judged appropriate, it is customary to award this distinction to individuals retiring from the position of chancellor or vice president.
3. The award of emeritus status is accomplished through a letter to the retiring employee from the responsible university officer, with a copy to the human resources office, and by executing the following:
 - a. Adding emeritus to the existing position title
 - b. Modifying the tenure status field to reflect emeritus
4. Other than using the title, no formal privileges are available exclusively to emeritus faculty and staff.

SECTION 2. Reason for the Policy

To recognize retiring faculty members or administrators for distinguished service to the University of Tennessee over an extended period of time.

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SECTION 3. Scope and Application

This policy applies to all University employees.

SECTION 4. Procedures

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures>

SECTION 5. Definitions

Emeritus - The former holder of an office, having retired but allowed to retain their title as an honor.

SECTION 6. Penalties/Disciplinary Action for Non-Compliance

N/A

SECTION 7. Responsible Official & Additional Contacts

Responsible officials and contacts may have responsibilities that include monitoring compliance with the policy, ensuring the accuracy of policy subject matter, organizing policy training, and updating the policy. Employees are responsible for applying to the university, enrolling in classes, and completing the waiver and taxation forms.

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[Knoxville]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(865) 974-6642	hr@utk.edu Home

[Chattanooga]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(423) 425-4221	utchumanresources@utc.edu Human Resources University of Tennessee at Chattanooga (utc.edu)

[Southern]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(931) 424-7379	jhlubb@utsouthern.edu

[Martin]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(731) 881-7845	hr@utm.edu Human Resources UT Martin

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[System Administration]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(865) 974-8170	sytemhr@tennessee.edu Human Resources

[UTHSC]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(901) 448-5600	hr@uthsc.edu Human Resources UTHSC

SECTION 8. Policy History

Original Policy - 4/1/1972

Revision 1 - 2/1/1988

SECTION 9. Related Policies/Guidance Documents

N/A
