	Title: Policy on the Process for Requesting and Conferring Emeriti Status	Review Frequency: Three Years	Effective Date: 7/1/2022
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1. Purpose/Objectives.

- 1.1. The purpose of this document is to outline the process for requesting and conferring the title of “emerita/emeritus” upon College of Nursing faculty who have served the University and are retiring in good standing. Emeriti faculty are entitled to the right to use the title, full computer privileges, letters of introduction, institutional identification, and other non-financial privileges enjoyed by non-retired faculty.
- 1.2. The College of Nursing follows the policy in The University of New Mexico Faculty Handbook, Policy C305: Emeriti Status.

2. Scope.

- 2.1. This procedure applies to College of Nursing faculty.

3. Content.

- 3.1. College of Nursing faculty who are planning to retire and are interested in seeking Emerita/us status must have at least five years of service at the University. Only voting faculty (including ex-officio members) of the University, are eligible for emerita/us status.
 - 3.1.1. According to the University Faculty Handbook, B5, the date of retirement shall normally be the end of the contract year or the end of a semester, and shall be negotiated between the faculty member and the administrative unit.
- 3.2. Petitions for Emerita/us status should be submitted to the Chair of the College’s Senior Faculty Committee one semester prior to the date of retirement.
 - 3.2.1. Petitions should include a formal letter requesting Emerita/us status and a copy of the faculty member’s current curriculum vitae.
 - 3.2.2. Petitions may also be submitted in the form of a recommendation from an assistant dean, associate dean, vice dean, or dean of the College.
- 3.3. Upon receipt of a petition for Emerita/us status, the Chair of the Senior Faculty Committee will present the petition to the Senior Faculty Committee members for review and a vote at an appropriate time.
 - 3.3.1. Petitions must receive a favorable majority vote of the senior faculty (51% or greater) to be conferred the title of Emerita/us.
- 3.4. The Chair of the Senior Faculty Committee will provide the College’s Human Resources Office with the official vote for the petition(s) along with a copy of the faculty’s petition(s).
 - 3.4.1. If a positive vote is submitted, Human Resources will prepare a letter of introduction for the Dean of the College for review and signature.
 - 3.4.2. Once the letter of introduction is reviewed and signed by the Dean of the College, Human Resources sends the official, signed letter to the Health Sciences Center (HSC) Faculty Contracts Office.
 - 3.4.3. HSC Faculty Contracts coordinates with appropriate offices to ensure Emerita/us faculty email is maintained and official records are updated accordingly.
 - 3.4.4. The College’s Human Resources sends official, signed letter of introduction to the newly appointed Emerita/us faculty member.
 - 3.4.5. If a negative vote is submitted, Human Resources will prepare a letter for the Dean’s signature informing the retiring faculty that their petition for Emerita/us status has been denied.
 - 3.4.5.1. Eligible faculty seeking Emerita/Emeritus status who have been denied may seek recourse through the AF&T committee as in cases of tenure and promotion (Faculty Handbook B.6).

3.5. During the annual University Catalog revision process, the Education Support Coordinator will consult with the College’s Human Resources to confirm the list of current Emerita/us faculty for the College to be listed in the upcoming academic year catalog.

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
Retiring faculty	Shall submit a formal petition to the chair of the College’s Senior Faculty Committee to seek Emerita/us status
Chair of the Senior Faculty Committee	Is responsible for collecting petitions for Emerita/us status, distributing to senior faculty for review/consideration, and organizing a vote of the senior faculty. Once a vote has been tallied, the Chair will submit the official results along with a copy of the faculty member’s petition to the College’s Human Resources Office.
Senior Faculty	Are responsible for reviewing petitions and voting on requests for Emerita/us status within the College of Nursing.
Human Resources	Prepare letters of introduction or letter of denial for Dean’s review and signature. Provide signed letter of introduction to HSC Faculty Contracts Office and to the faculty member directly.
Education Support Coordinator	Confer with Human Resources annually to ensure University Catalog has correct listing of Emeriti faculty.

5. Records Applicability/Retention

5.1. Documentation related to this procedure will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A. § 14-3-1 et. seq.

6. External Reference(s).

6.1. None

7. Internal Reference(s).

7.1. The University of New Mexico Faculty Handbook, C305 Emeriti Status:

<https://handbook.unm.edu/c305/>

7.2. The University of New Mexico Faculty Handbook, B5: Separation from the University:

<https://handbook.unm.edu/b5/>

7.3. The University of New Mexico Faculty Handbook, B6: Academic Freedom and Tenure Committee:

https://handbook.unm.edu/b6

8. Definitions.

8.1. Emerita/us/i: An honorary title conferred upon retiring faculty having served the university for five years or more and are retiring in good standing which entitles the faculty member to certain rights and privileges as defined by the University Handbook, C305.

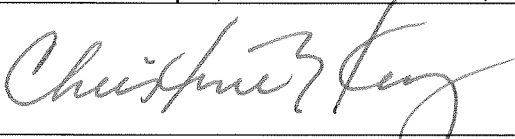
9. Key Words.

9.1. Emerita, Emeritus, Emeriti, Retirement

10. Attachments.

10.1. None

11. Approval Authority.

APPROVAL and Information			
Item	Contact Information	Date	Approved/Reviewed
Document Owner	<i>Chair of the College of Nursing Faculty Affairs Committee</i>		
Committee	Faculty Affairs Committee	02/14/2022	<i>Reviewed</i>
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Official Signature		<i>6/14/22</i>	
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12. Document History.

HISTORY LOG				
Date and Date Type:	New/Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
Origination Date: 8/11/2021 Effective Date: 7/1/2022	New	Policy on the Process for Requesting and Conferring Emeriti Status	New Document to outline process relating to UNM Faculty Handbook C305.	Christine E. Kasper, Dean and Professor

