



Emeritus Faculty #320.091

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
August 20, 2018	October 14, 2024	Office of the Provost Planning and Finance

POLICY STATEMENT

Emeritus status normally shall be based on the employee's past contributions to the university and the profession through a demonstrated record of outstanding teaching, research and service, having consistently upheld the principles of academic responsibility, and are retiring after having been employees at the university for a minimum of five (5) years.

SCOPE

Retiring faculty who have served the university for a minimum of five (5) years and who have met the standard set forth above.

REASON FOR POLICY

To bestow the title of Emeritus and the concurring continuing affiliation on retiring faculty and librarians who gave exceptional service to their Department, College, or University for a minimum of five (5) years

DEFINITIONS

TERM	DEFINITIONS
Retiring Faculty	Faculty who have retired from employment, excluding termination of employment other than retirement, or voluntary resignation.

ROLES AND RESPONSIBILITIES

Retiring Faculty member

Submits request for emeritus status to the department chair.

Department Chairperson

Present for a vote by the faculty within the employee's department/unit according to criteria and procedures developed by the faculty's department, college or other appropriate academic unit, subject to the approval of the Dean and the Provost, which approvals shall not reasonably be withheld.

Dean of the College/School

Shall review recommendations and forward his/her recommendation(s) to the Provost.

Provost

Shall review the recommendations from the department/unit and the Dean and then render a final decision.

RELATED RESOURCES**AUTHORITY/SOURCE:**

Provost and Executive Vice President

The Florida International University Board of Trustees and the United Faculty of Florida
Collective Bargaining Agreement

CONTACTS

Office of the Provost | Academic Affairs
11200 S.W. 8th Street, PC 529
Phone: 305-348-2151

HISTORY

Initial Effective Date: August 20, 2018

Former Academic Affairs Policies, Section 5.

The Florida International University Board of Trustees and The United Faculty of Florida
Collective Bargaining

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 16, 2000; January 1, 2016; July 25, 2024;
October 14, 2024



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PROCEDURE STATEMENT

1. The decision to grant emeritus status shall be made upon the employee's request to his or her chair or supervisor and pursuant to a vote by the faculty within the employee's department/unit according to criteria and procedures developed by employee's college, school or other appropriate academic unit, and subject to the approval of the Dean of the appropriate academic unit and the Provost, which approvals shall not unreasonably be withheld.
2. The Dean shall review the Department's recommendation(s) and forward it along with his/her recommendation(s) to the Provost.
3. The Provost shall review the recommendations from the department/unit and the Dean and then render a final decision.
4. The Emeritus title shall include continued campus courtesies under the same conditions as required of active faculty. Such benefits include:
 - a. Retired employee identification card;
 - b. Use of the University library (i.e., public rooms, lending and research service);
 - c. Listing in the University directory;
 - d. Placement on designated University mailing lists;
 - e. A University faculty-staff parking decal without charge;
 - f. Use of University recreational facilities (retired employees may be charged fees different from those charged to other employees for the use of such facilities);
 - g. The right to enroll in courses without payment of fees, on a space available basis in accordance with the provisions of Section 1009.26(4) Florida Statutes;
-A mailbox in the department/unit from which the employee retired, subject to space availability;
 - h. A University e-mail address;
 - i. In accordance with University policy, and on a space available basis, the University is encouraged to grant a retired employee's request for office space or laboratory space. **Note that as per Florida Statutes, retired faculty may not provide any services, compensated or otherwise, for the first 6 months of retirement.** For further clarification, faculty may

contact the Human Resources Benefits department at benefits@fiu.edu.

5. The University shall act upon the employee's request within sixty (60) days of the beginning of the Fall or Spring semester following the employee's request or within sixty (60) days of the beginning of the Fall or Spring semester following the employee's retirement, whichever is later.

- Requests for faculty retiring in Fall semester will be collected through December 1st to be considered for emeritus status in the following Spring semester.

Notifications will be sent by early March.

- Requests for faculty retiring in Spring semester will be collected through May 1st to be considered for emeritus status in the following Fall semester. Notifications will be sent by mid-October.

Once approved and notified, the Emeritus title will be designated in the HR system as a Person of Interest to record the title and the date the title is bestowed