

*PENDING
Approval*

**UW-Green Bay Chapter 10
RETIREMENT, RECOGNITION AND STATUS
(NEW CHAPTER)**

10.01 Certificates -- *Certificate of Recognition* signed by the President of the Board of Regents, the Chancellor, and the Secretary of the Faculty and Academic Staff will automatically be sent to those retirees receiving emeritus/emerita status. For other retiring academic staff, departments may request a *Certificate of Appreciation* signed by the Chancellor by contacting the Office of Human Resources. If an employee has twenty or more years of State service, the employee will receive a certificate signed by the Governor.

10.02 Emeritus/Emerita Status -- Emeritus/emerita status is an honorary title that may be conferred only upon individuals who have had permanent employment with UW-Green Bay and who are eligible to activate their annuities from the Wisconsin Retirement System. Emeritus/emerita appointments generally are for the lifetime of the individual and are terminated only for cause.

(1) Eligibility

- (a) Emeritus/emerita status is limited to faculty, academic staff, and limited appointees retiring after extensive service at UW-Green Bay.

Academic staff and limited appointees must have completed ten or more years of service at the University just prior to retirement to be eligible for such recognition.

- 2) Academic staff may be granted emeritus/emerita status in their limited appointment, but not in their academic staff back-up appointment.

(2) Process for Obtaining Emeritus/Emerita Status

- (a) The recommendation must originate with the candidate's supervisor and be sent to the division head. If the division head concurs with the recommendation, he/she forwards to the Chancellor. The Chancellor shall determine whether or not to grant the appointment after consultation with the Academic Staff Committee.

- (b) The recommendation should include the following:

- 1) a narrative summary citing the professional accomplishments and record of University service of the retiring academic staff;
- 2) the expected date of retirement (a copy of the letter of retirement);

3) division head approval.

(c) Recommendations may be submitted throughout the year.

(3) Privileges of Emeritus/Emerita Status

(a) Perquisites of emeritus/emmerita designation are privileges extended by the various offices of the University rather than rights inherent in Emeritus/Emerita status per se. Some privileges are available to all retirees and not merely to those who have formally been designated emeritus/emmerita. Emeritus/emmerita status includes the following privileges:

Names of emeriti academic staff are published in all official listings and directories of faculty and academic staff.

- 2) Emeriti academic staff may march in Commencement or other academic processions.
- 3) Emeriti academic staff may participate in all social affairs of the University.
- 4) Emeriti academic staff are awarded a *Certificate of Recognition*.
- 5) Emeriti academic staff retain the UW-Green Bay ID and all the privileges it provides. Individual privileges will vary depending on the individual's anticipated future contribution to the institution.
- 6) Emeriti academic staff may, under certain circumstances, receive assistance in continuing their professional activities.

(b) Departmental prerogatives, such as access to office space and equipment are subject to departmental and budgetary limitations and shall be determined on a case-by-case basis at the discretion of the department chair.

(c) Nothing in the above paragraphs is meant to alter other currently established policies concerning priorities for use of certain facilities by students, faculty, staff, or visitors, nor is there any intent to limit the authority of individual program units to recommend such priority-use policies.

(4) Responsibilities of Emeritus/Emerita Status—All appropriate State, UW System, and UW-Green Bay rules and regulations, including those governing the use of University facilities and conduct on University property, apply to