Emeritus Application Guidelines
The University of Texas at San Antonio

This set of guidelines provides information for faculty applicants for emeritus, and for faculty review advisory committees (FRACs), Department Chair/School Directors, and deans involved in the review process. These guidelines are reviewed annually and updated as needed by Academic Affairs.

The process of emeritus faculty review is undertaken by the university each year. Emeritus status represents an honorary designation, a mechanism by which a faculty member can maintain an official status with the university after separation of employment, and a means for continuing scholarly activities post-retirement. The review of candidates for faculty emeritus status will focus on the career achievements of the applicant. For those candidates intending to remain active scholars as emeritus faculty, it is also appropriate to share any plans for continued scholarly work as part of the submission in the review packet.

It is incumbent upon all who are involved in the review process to read all applicable materials, deliberate the strengths and weaknesses of each case in good faith with objectivity, and to observe confidentiality concerning the views of others, as revealed during review discussions. A respectful, thorough, and objective review of faculty accomplishments depends upon the conscientious efforts of all participants in the review process.

UTSA's process is intended to be as transparent as possible, and all written materials generated through the review process are available for the inspection of faculty candidates. Questions concerning the university's procedures for emeritus applications may be directed to Academic Affairs.

These guidelines are divided into several sections with the following contents:

Overview of Process— a brief description of the timeline for review and the responsibilities of each party at each stage of the process.

Preparation of the Review Packet— a listing of essential elements to include in the emeritus review packet prepared by faculty applicants.

Criteria for Emeritus— information about the criteria to be followed in reviewing emeritus applications.

Review Process— an outline of the responsibilities of the FRAC, Department Chair/School Director, and dean in carrying out the review.

Checklist— a summary of required materials to be submitted for emeritus consideration.

Overview of Process

The purpose of the emeritus review process is to perform an objective evaluation of each case at several levels of review. Each application goes through at least five levels of independent review before a final recommendation is achieved: DFRAC, chair, dean, provost, and president. The president's recommendation in all cases is final.

The emeritus review process is summarized in the table below which outlines the rough timeline and actions of the procedure.

When	*Who*	*Responsibility*
Fall/Winter	Applicant	Indicate the date, or anticipated date, of retirement from university in writing to chair and dean. Complete form "Request for Review for Emeritus" and return to chair; Begin assembling materials for application packet
	Dean's Office	Notify Academic Affairs of faculty who wish to be considered for emeritus (send completed form "Request for Review for Emeritus" to Academic Affairs)
January 23	Department	Provide DFRAC member names to the college and Academic Affairs
February 2	Applicant	Deadline to submit evaluation statement and vita to DFRAC via Department Chair/School Director requesting to be reviewed for emeritus status.
February 9	Department	Deadline to upload applicant's documents to SharePoint
March	DFRAC (full professors only)	Review application packet; Deliberate in closed meeting and vote on case; Prepare a written summary of evaluation analysis
	Department Chair/School Director	Review all application materials, including DFRAC recommendation; Prepare a written recommendation for forwarding to college; Upload DFRAC memo and Dept. Chair memo to the official Faculty Review folder in SharePoint
March	College Dean	Review application packet and department recommendations; Prepare a written recommendation for forwarding to Provost;

		Upload DFRAC, Dept. Chair and Dean's memos to the official Faculty Review folder in SharePoint **Application materials due to Academic Affairs by the April 1st, or the first work day thereafter**
April	Provost	Review all application materials, including recommendations; Consult with Chairs and Deans, as needed, for clarification of application materials; Prepare recommendations for the president
April	President	Review all application materials, including recommendations at each level; Render final decisions concerning emeritus recommendations
May	Academic Affairs	Prepare written notification to all applicants concerning outcome of emeritus review
	Department	Create a zero percent Emeritus faculty contract and forward through normal approval process

Any tenured faculty member, or group in the department or college, may nominate a qualified tenured UTSA faculty who is retired or anticipates retiring by the end of the academic year. In this case the nominator is responsible for writing the evaluation statement to the Department Chair/School Director.

Preparation of the Application Packet

The application packet contains the materials that form the basis for the review at all levels of evaluation. It is important that faculty members under consideration for emeritus status make every effort to ensure that the material contained in the packet is complete, accurate, and professionally presented.

The contents of an application packet should include the following elements:

1. an evaluation statement
2. a current professional vitae
3. memos outlining evaluations and recommendations at various levels of review

The evaluation statement to the DFRAC/Department Chair/School Director should serve as the basis for outlining the candidate's qualifications for emeritus status. If the candidate plans to continue pursuing scholarly activities as an emeritus faculty member, a brief outline of those plans should be included in the

statement. The professional vitae should serve as a simple listing of professional activities. The candidate is responsible for preparing items #1 – 2; and the departmental faculty review advisory committee, chair, and dean are responsible for appending materials contained in #3. Items #1 – 3 constitute the review materials utilized by the DFRAC, the chair, the dean, the provost, and the president in reviewing the application.

An electronic copy of #1 -2 should be posted in the official Faculty Review folder in SharePoint for review by DFRAC members. Item #3 should be uploaded to SharePoint when they are completed. Each of these items is described more fully in the following sections.

Checklist

A checklist of required items can be found on Academic Affairs' webpage.

1. Evaluation Statement

The statement to the DFRAC/Department Chair/School Director should be organized in three sections, outlining the applicant's activities and experiences in the areas of teaching, research/scholarly/creative activities, and service, respectively. In cases in which the applicant has plans to continue professional activities, the statement should describe any future plans in the areas of teaching, research/scholarly/creative activities, and/or service as applicable.

- For the teaching section, the applicant may wish to include a teaching statement outlining her or his philosophy/approach to teaching, and describe any innovative approaches used in delivering instruction.
- In the research/scholarly/creative activity section, the applicant should provide a context for her or his scholarly work including the impact, innovation and benefit of their work.
- The service section should provide an overview of service activities and explain the applicant's participation in key service roles.

The statement should be no more than 5 pages long.

2. Professional Curriculum Vitae

Name and Contact Information	This should include UTSA address, phone number, and email address, as well as current academic rank (for example, "Assistant Professor" or "Associate Professor without Tenure").
Educational Background	Please list all institutions from which a degree was earned, including the degree received and the major field of study.
Professional Employment History	List all positions held in sequential order, with applicable dates, since earning the baccalaureate degree, including the present position at UTSA.
Awards and Honors	List any awards, honors, prizes, competitions, or other recognition received related to professional activities.
Research/Scholarly/Creative Activities Summary	Summarize all products of research/scholarly/creative activities, including publications, exhibitions, performances, architectural projects, reviews, or other documentation of scholarly contributions. List separately the different types of publications (e.g. journal articles, books, reviews, etc.), scholarly products, or creative activity outcomes, providing respective listings of invited contributions, refereed contributions, and non-refereed contributions. *All contributions should include the date and title of publication/exhibition/performance, the impact (e.g. impact factors, citations , Almetrics, etc.) venue, and where applicable, the inclusive page numbers or size of the scholarly contribution*.
Scholarly Presentations	List all external oral or poster presentations at conferences, meetings, or other institutions/universities related to scholarly work, and provide the dates and locations of presentations. Provide separate listings for invited presentations, refereed, and non-refereed contributions.
Granting Activities	Provide a list of grant proposals submitted, whether for research, instructional, or public service activities (please indicate one of these for each grant), giving the name of the granting agency, the project dates, the project title, and the total amount requested and awarded, if appropriate, for each.
Intellectual Property	Where applicable, provide a summary of any intellectual property generated from scholarly activities and indicate any patent applications, copyright privileges, licensing, or other commercialization that has resulted. The summary should include dates, titles, and identifying information.

Teaching Activities	List all formal courses taught at UTSA, indicating the level of the course (undergraduate or graduate) and its title. Provide a list of students mentored in research/scholarly/creative activities and any theses or dissertations directed. Summarize any service on graduate committees and for student advising.
Service Activities	Provide separate listings of all committee assignments, assigned administrative activities (for example, Department Chair/School Directormanship, center directorship, etc.), and professional service activities (including leadership in disciplinary organizations, service as a journal editor, manuscript or grant proposal reviewer, meetings or symposia organized, etc.). Each activity should include the dates of participation, the organizational level of the activity (for example, department, college, etc.), and any leadership roles played.

3. Evaluation and Recommendation Materials

As the application goes through the review process, each level of review should append its analysis and recommendation to the packet for consideration by the next level of review. Guidelines for these various levels of review are provided in the "Review Process" section of these guidelines. The materials should be arranged in the following order, with the responsibility and timing for appending each set of materials indicated below:

Item to be added to file	*Responsible Individual*	*When*
DFRAC analysis Chair's recommendation	Department Chair/School Director	Upon completion Upon completion
Dean's recommendation	Dean	Upon completion of college-level review

<u>Qualifications and Criteria for Emeritus Review</u>

For general guidelines to the qualifications and criteria expected for successful emeritus, please see the UTSA *Handbook of Operating Procedures*, 2.03 "Emeritus Academic Titles." Specific criteria will vary by discipline and will be left to individual Departments and Colleges to enunciate.

Only candidates that receive consistent support at the departmental and college levels of the review process have a strong likelihood of a successful outcome in an emeritus application. Emeritus status is earned through the applicant's demonstrated contributions that have impacted the university in a positive manner.

Emeritus Qualifications

Faculty may be granted an emeritus title if they have:

- Retired or upon retirement, if they are or were a full professor or associate professor by the end of the academic year,
- Given distinguished and honorable full-time academic and professional service to UTSA over a period of at least 10 years and made a significant contribution to their professional area of expertise,
- Adhered to the highest academic, civic, and ethical standards, and
- Rated as "Exceeds Expectations" in at least 3 of the last 5 annual overall faculty ratings and the remaining overall faculty ratings at "Meets Expectations" or above.

Emeritus Criteria

A simple enunciation of the criteria to be used for emeritus applications is difficult. As UTSA strives for national research university status, it will be increasingly important that faculty demonstrate academic leadership in their disciplines through their research/scholarly/creative activities. However, sole adherence to this criterion would oversimplify our consideration of the variety of cases that come forward.

For successful emeritus applications, faculty should demonstrate the following qualities:

- They are/have been active scholars whose scholarship manifests an inherent desire to learn about the world and the human condition within it.

- They are/have been devoted and effective teachers who promote student success, both inside and outside the classroom and laboratory.

- They are/have been committed citizens of the university and of their respective disciplines, and manifest this through significant service activities, including leadership positions.

- They have made extraordinary contributions to the university and/or their academic discipline.

- They have been a full-time faculty member in good standing at UTSA for an extended period (for clarification, "an extended period" will generally be interpreted as at least 10 calendar years, but the DFRAC, chair, and/or dean may recommend exceptions to this rule, if requested).

There is significant latitude for departments and colleges to interpret these criteria for emeritus review liberally and to subject them to their own disciplinary lens and filter. It is the intention of the university to utilize emeritus titles to recognize faculty who have made, and continue to make, major contributions to the mission of the university, and by extension, to the national community of faculty in their respective disciplines.

Review Process

The review process for emeritus applications involves five levels of review, including the departmental faculty review advisory committee (DFRAC), the Department Chair/School Director, the dean, the provost, and the president. This structure promotes a thorough, objective review of each case, and provides for input from all relevant perspectives, from the departmental through university-wide viewpoints.

Roles of Review Entities

All reports from the various levels are ultimately advisory to the president, who makes final decisions concerning the university's recommendations for emeritus status. The role of each entity in this review hierarchy can be summarized as follows:

- **DFRAC**— a full and detailed review of the candidate's application for emeritus status. The members of the DFRAC provide a peer review by those members of the university community best qualified to judge the quality of the candidate's activities. All votes should be by secret ballot so that the votes of individuals are not divulged. Only full professors on the DFRAC may review and vote on the candidate's application. If the DFRAC has fewer than three tenured full professors, the Dean shall appoint additional full professors until there are three on the committee. Only DFRAC members present in the meeting for the discussion should participate in the vote of the committee. These meetings can occur in a virtual format, synchronously. Committee chairs will maintain attendance records of all meetings. Only committee members who attend all deliberations for a given candidate may vote on the application of that candidate. In order to keep the voting anonymous, it is encouraged to utilize software such as the poll feature in zoom, mentimeter.com or another poll software. Voting by proxy, email, absentee, etc., is not permitted.

  The DFRAC report should be signed by all participating members of the review committee. On the signature page, the report should include a header that reads: "**We, the undersigned members of the DFRAC, have reviewed this report for completeness and accuracy and attest that we have reached our recommendations through a thorough review and discussion of the available documentary evidence.**"

Department Chair/School Director— a full and detailed review of the candidate's application for emeritus status. The chair should independently evaluate the candidate's application packet, but consider the recommendations of the DFRAC in arriving at a recommendation.

Dean— an independent, comprehensive review of the candidate's packet, taking the DFRAC and Chair's, recommendations into consideration.

Provost— an independent review of the candidate's packet, and general analysis of the earlier reviews (DFRAC, Chair, Dean). The provost is responsible for maintaining equivalent, and high, standards across the university. The provost shall then convey her/his recommendations to the president.

President— an independent review of the candidate's packet, and general analysis of the earlier reviews (DFRAC, chair, dean, provost). The president may consult with the provost and other entities prior to reaching a final decision as to the institutional recommendation. Upon reaching a final decision in all cases, the president shall instruct the provost to prepare appropriate written notification to all candidates for emeritus status concerning the outcome of the university's review process.

Retention of Emeritus Documents

Emeritus documents are retained in accordance with the university's official retention schedule, as follows:

- Record series 3.1.143 Faculty Promotion and Tenure Review Records (Promotion File) – Evaluations, recommendations memos, etc. are retained for 2 years following the date granting/denying promotion to emeritus.
- Record series 3.1.137 Employee Recognition Records – A copy of the letter granting/denying promotion to emeritus is retained for 5 years after employment ends.

The university's full records retention schedule can be accessed through the following link: https://www.utsa.edu/openrecords/retention.html