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CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--BUSINESS AND FINANCE

Delegation of Authority--To Approve Conferral of Emeritus Status on Non-Academic Personnel

Section 103.5(c) of the Standing Orders of The Regents states that Emeritus status may be conferred by the President on employees who meet criteria established by the President.

Effective immediately, within your respective areas of authority and pursuant to the attached *Emeritus Status Guidelines for Non-Academic Personnel*, you are authorized to confer Emeritus status, upon retirement, on non-academic appointees who meet the criteria established in the Guidelines, and to notify them in writing of the conferral of the title Emeritus. These Guidelines supersede those issued by President Gardner on February 5, 1992 ("Emeritus Status Guidelines for Nomination of University Employees").

This authority may not be redelegated. Emeritus recommendations which do not meet the established criteria will continue to require approval of the President. Requests for Emeritus status for Officers of the University must also be submitted to the President.

Richard C. Atkinson
President

Attachment

cc: Members, President's Cabinet
Associate Vice President Boyette
Assistant Vice President Levin
Director Mathews
Special Assistant Gardner
Principal Officers of The Regents

**EMERITUS STATUS
GUIDELINES FOR NON-ACADEMIC PERSONNEL**

1. Purpose

As delegated by the President, conferral of Emeritus status is an honor that may be granted by the Chancellor, Laboratory Director, or Senior Vice President--Business and Finance, respectively, upon retirement of a University employee who has provided outstanding service to the University.

2. Eligibility

- a. These Guidelines apply to non-academic nominees who hold Management and Senior Professional or Senior Management Group positions. In addition, these Guidelines apply to nominees at the Department of Energy Laboratories who hold senior-level managerial, scientific, or engineering positions.
- b. These Guidelines do not apply to a member of the Academic Senate, an academic appointee who is not a member of the Academic Senate, an Officer of the Corporation, or an Officer of the University. Emeritus status conferral on academic appointees is covered in Academic Personnel Policy 120 and Delegation of Authority 1072. Emeritus status conferral on Officers of the Corporation and Officers of the University is covered in separate criteria established by the Board of Regents.

3. Criteria

The following criteria shall be utilized to determine whether the nominee shall be granted Emeritus status:

- at least ten years of University service;
- service at the time of retirement in a position assigned to Management and Senior Professional Grade III or above, a position at any grade of the Senior Management Group, or in the case of personnel at the Department of Energy Laboratories, a senior-level managerial, scientific, or engineering position.
- evidence of extraordinary and meritorious contributions to the fulfillment of the mission and programs of the University; and

- recognition from outside the University of California of noteworthy contributions to the nominee's professional field.

4. Process

- a. A recommendation for Emeritus status shall be made to the Chancellor, Laboratory Director, or for the Office of the President, to the Senior Vice President--Business and Finance, in accordance with local procedures. Each recommendation shall include the nominee's date of retirement, a brief history of University employment, and a detailed description of how the criteria set forth in Section 3, above, have been fulfilled.
- b. The recommendation normally shall be submitted three months prior to the date of the nominee's retirement.
- c. Upon approval of a recommendation for Emeritus status, the Chancellor, Laboratory Director, or Senior Vice President--Business and Finance shall notify the appointee of the specific Emeritus title bestowed and its effective date.
- d. Following approval by the Chancellor, Laboratory Director, or Senior Vice President--Business and Finance, a change to Emeritus status shall be effected by issuance of the appropriate payroll form.

5. Exceptions

Exceptions to these Guidelines may be made only by the President.