



Guidance on	Emerita/Emeritus Title Suffix for Non-Academic Senior Management Group Personnel
Related Policy:	Regents Policy 1203 – Policy on Emerita/Emeritus Title Suffix
Effective Date:	September 1, 2019

Contact: Melanie Carr
Email: Melanie.Carr@ucop.edu
Phone: (510) 987-0360

Emerita/Emeritus Title Suffix for Non-Academic Senior Management Group Personnel

I. GUIDELINES SUMMARY

These systemwide Guidelines describe the conferral of Emerita/Emeritus title suffix for non-academic Senior Management Group personnel.

II. DEFINITIONS

Not Applicable.

III. GUIDELINES TEXT

As delegated by the President, conferral of Emerita/Emeritus title suffix is an honor that may be granted by the Chancellor, Laboratory Director, or Executive Vice-President-Chief Operating Officer, respectively, upon retirement or resignation of a University employee who has provided outstanding service to the University.

A. Eligibility

1. These Guidelines apply to non-academic nominees who hold Senior Management Group positions. Conferral of Emerita/Emeritus title suffix on non-academic personnel is governed by [Regents Policy 1203 – Policy on Emerita/Emeritus Title Suffix](#).
2. These Guidelines do not apply to a member of the Academic Senate, an academic appointee who is not a member of the Academic Senate, the President of the University, or a Principal Officer of the Regents. Conferral of Emerita/Emeritus title suffix on academic appointees is covered in [Academic Personnel Manual 120](#). The Board of Regents may confer Emerita/Emeritus title suffix on the President and Principal Officers of the Regents.

B. Criteria

The following criteria shall be utilized to determine whether the nominee shall be granted Emerita/Emeritus title suffix:

- at least five years of University service in the position for which the title is being conferred;
- service at the time of retirement or resignation from a Senior Management Group appointment;
- evidence of meritorious contributions to the fulfilment of the mission and programs of the University; and
- serious breaches of policy or law, dismissal from service, or serious discipline while holding the position for which emerita/emmeritus title is requested disqualifies the employee from conferral of the title.

C. Process

1. A recommendation for Emerita/Emeritus title suffix shall be made to the Chancellor, Laboratory Director, or for the Office of the President, to the Executive Vice President-Chief Operating Officer, 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 B, above, have been fulfilled.
2. The recommendation normally shall be submitted three months prior to the date of the nominee's retirement.
3. Upon approval of a recommendation for Emerita/Emeritus title suffix, the Chancellor, Laboratory Director, or Executive Vice President-Chief Operating Officer shall notify the appointee of the specific Emerita/Emeritus title suffix bestowed and its effective date.
4. Following approval by the Chancellor, Laboratory Director, or Executive Vice President-Chief Operating Officer, a change to Emerita/Emeritus title suffix shall be effected by issuance of the appropriate payroll form.
5. The President may rescind such Emerita/Emeritus title suffix if serious reputational or other issues arise that have impact on the University.

IV. RELATED DOCUMENTS AND RESOURCES

- [Regents Policy 1203: Policy on Emerita/Emeritus Title Suffix](#)

V. REVISION HISTORY

Guidelines changes effective as of **September 1, 2019**:

- Updated Section B. Criteria for compliance with Regents Policy 1203.
- Updated web and document links, office titles, and typographical amendments.

This guideline was also remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

As a result of the issuance of these guidelines, the following document is rescinded as of the effective date of this policy and are no longer applicable:

- Guidelines for Emeritus Status for Non-Academic Personnel, dated March 5, 1999