



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PERSONNEL - GENERAL

Section: 200-5

Effective: 01/03/1994

Supersedes: 03/21/1978

Review Date: TBD

Issuance Date: 01/03/1994

Issuing Office: [Human Resources](#)

EMERITUS STATUS GUIDELINES FOR NOMINATIONS OF UNIVERSITY EMPLOYEES WHO DO NOT HOLD ACADEMIC APPOINTMENTS

I. REFERENCES

- A. University of California Executive Program Policy 30
- B. Standing Order of The Regents
[103.5](#) Emeritus Status

II. PURPOSE

Conferral of Emeritus status is an honor that may be granted by the President upon retirement of a University employee who has provided outstanding service to the University.

III. ELIGIBILITY

These Guidelines apply to nominees who hold a position assigned to the University Executive Program or the University Management and Professional Program. 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.

IV. 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 University Management and Professional Program position at Grade III or above, or a position in the University Executive Program;
- 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.

V. PROCEDURE

- A. A nomination for Emeritus status shall be made by the cognizant Vice Chancellor, Dean or Director and forwarded to the Assistant Vice Chancellor-Human Resources.
- B. 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 IV, above, have been fulfilled.

The recommendation normally shall be submitted three months prior to the date of the nominee's retirement.

**University of California, San Diego Policy – PPM 200 - 5
PPM 200 – 5 Emeritus Status Guidelines for Nominations of University Employees Who
Do Not Hold Academic Appointments**

- C.** The Executive Program Advisory Committee will review the nomination and make a recommendation to the Chancellor. The Chancellor will submit the nomination to the President through the Assistant Vice President-Employee and Labor Relations.
- D.** Upon Presidential approval of a recommendation for Emeritus status, the President shall notify both the appointee and the appointee's Chancellor of this approval. The notification shall include the specific Emeritus title bestowed and its effective date.
- E.** Following Presidential approval, Emeritus status shall be effective by issuance of the appropriate payroll form which effects a change in status.