

TO: Andrew Leavitt, Chancellor  
FROM: John Koker, Provost and Vice Chancellor *JK*  
DATE: December 9, 2019  
RE: Emeritus Policy

On the recommendations of the Faculty Senate, Senate of Academic Staff, University Staff Senate, and Oshkosh Student Association Senate, I am recommending your approval of the Emeritus Policy.

I have attached the policy for your review. Please contact me if you have questions regarding the proposal.

JK/eh  
Attachment

Approve

Do not approve

*Leavitt*  
\_\_\_\_\_  
Signature

*12/17/2019*  
\_\_\_\_\_  
Date

## Emeritus Policy

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### 1. PURPOSE

The purpose of this policy is to define the local policy as guided through the referenced policy documents for awarding the emeritus title to employees.

### 2. RESPONSIBLE OFFICER

The Chancellor (in coordination through the Office of the Chancellor) is responsible for this policy and is the recordkeeper for those awarded with the emeritus title. Additional officers with roles in the policy include:

- Provost
- AVC for HR

### 3. SCOPE

This policy applies to all eligible retiring employees who meet the requirements listed in this policy and the referenced policies for all UW Oshkosh campuses.

### 4. BACKGROUND

Emeritus status is an honorary designation conferred upon UW Oshkosh retirees to recognize their contributions and accomplishments spanning their university careers. Individuals interested in being considered for emeritus status are encouraged to review eligibility criteria while investigating retirement options.

The designation of emeritus status is intended as a special honor for all UW Oshkosh employees who have served with great distinction. Recognition as emeritus shall not be awarded as a matter of due course and is granted only to those whose service has been most exemplary.

### 5. DEFINITIONS

[Insert definitions readers may find useful to correctly interpret the policy]

### 6. POLICY STATEMENT

#### A. Granting of Emeritus

1. **Faculty:** Emeritus status may be granted to retired faculty upon the recommendation of the department, Dean, and Provost and approval of the Chancellor. Assistant Professor, Associate Professor, or Professor Emeritus status will be granted corresponding to the faculty rank at retirement. Normal criteria for emeritus status will be:

- Permanent employment with UW Oshkosh and eligibility to activate annuities for the Wisconsin Retirement System.

- Tenured status at one of the UW Oshkosh campuses and at least 10 years of service within the UW System.
  - A record of distinguished service, and the expectation of continued contributions to the discipline and the University.
- 2. Academic Staff:** Emeritus status may be granted to retired academic staff upon the recommendation of the department and Dean, or the administrative unit administrator, Provost, and approval of the Chancellor. Normal criteria for emeritus status will be:
- Permanent (all employee types excluding LTE and project appointments) employment with UW Oshkosh and eligibility to activate annuities for the Wisconsin Retirement System.
  - Ten years of service at one or any combination of the UW Oshkosh campuses. Emeritus status may be considered for others upon recommendation of the Dean or area administrator for outstanding service.
  - A record of distinguished service, and the expectation of continued contributions to the University.
- 3. University Staff:** Emeritus status may be granted to retired university staff upon the recommendation of the supervisor and appropriate vice chancellor or equivalent, and approval of the Chancellor. Normal criteria for emeritus university staff status will be:
- Past service in a university staff position with UW Oshkosh and eligibility to activate annuities for the Wisconsin Retirement System.
  - Ten years of service at one or any combination of the UW Oshkosh campuses. Emeritus status may be considered for others upon the recommendation of the appropriate Vice Chancellor, or equivalent, for outstanding service.
  - A record of distinguished service, and the expectation of continued contributions to the University.
- B.** A list of the privileges associated with Emeritus status will be made available to employees through the Provost Office and other available means as appropriate. The available privileges are subject to change due to factors including, but not limited to: availability, cost, usage, and contributions. Emeritus status is awarded independently of any privileges.
- C. Responsibilities of Emeritus Status**
1. Emeritus faculty, academic staff, and university staff must comply with appropriate State, UW System, and UW Oshkosh rules, including those governing the use of University facilities and conduct on University property.
  2. When emeritus faculty, academic staff, and university staff identify themselves as members of the University community, they shall act within their area of professional competence and consider the potential impact of their actions on the reputation and welfare of the University.
- D.** Emeritus status for faculty, academic staff, and university staff may be revoked at the discretion of the Chancellor.

**7. REFERENCES**

[Regent Policy Document 20-26: Emeritus Designation](#)  
Faculty/Staff Handbook (GEN 3.B.19 – Emeritus Status)

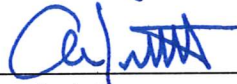
**8. PROCEDURES**

Emeritus Status: Applying for Emeritus Status

**9. REVISION HISTORY**

10/18/2019	Initial policy update to new policy format; supersedes handbook policy GEN 3.B.19
10/22/2019	Faculty Senate
10/24/2019	Senate of Academic Staff
10/30/2019	Oshkosh Student Association Senate
11/13/2019	University Staff Senate
	Chancellor

**10. CHANCELLOR'S APPROVAL**



Chancellor's Signature

12/17/2019  
Date

## Privileges associated with Emeritus status:

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- Emeritus faculty, academic staff, and university staff will receive:
  - A certificate recognizing their service.
  - Invitations to participate in selected University events, including commencement.  
*Contact: Special Events Coordinator, 920-424-0344*
  - Library access, including circulation privileges, interlibrary loan and database services within normal faculty, academic staff, and university staff guidelines and depending on licensing agreements. [Requires University TitanCard]  
*Contact: Forrest R. Polk Library, 920-424-2147*
  - Use of University general access computer labs, email, internet access and other computing resources on the same basis as faculty, academic staff, and university staff.  
*Contact: Information Technology, 920-424-3020*
  - Use of the University as a mailing address for professional purposes.
  - Assistance with grant applications that will bring research or other programmatic support to the University.  
*Contact: Office of Sponsored Programs, 920-424-3215*
  - Use of the field house, athletic, and recreational facilities on the same basis as other faculty, academic staff, and university staff.  
*Contact: Intramural Recreational Sports, 920-424-2330*
  - A University ID card.  
*Contact: Titan Central Office, 920-424-1234*
  - Receipt of UW Oshkosh *University Magazine*.  
*Contact: University Marketing and Communications, 920-424-2442*
  - Discounted tickets for athletic, theater, and musical events, and speakers' series may be available. Please note this contact information for each:
    - Athletic events: Contact Intercollegiate Athletics, 920-424-1034
    - Theatre events: Contact Theatre Box Office, 920-424-4417
    - Musical events: Contact Music Department, 920-424-4224
    - Speakers' Series: Contact University Speakers Series, 920-424-1144
    - SRWC: Contact Student Recreation and Wellness Center, 920-424-1245
- The following benefits may be provided consistent with budgetary and space limitations, on a case-by-case basis, upon the recommendation of the administrative unit or the department. Provision of these benefits may be reviewed annually.
  - Office space, if used with reasonable frequency, to continue scholarly activity or provide other services of value to the University.  
*Contact: Last employing unit*
  - Laboratory or other space, if used with reasonable frequency, to support research or other creative professional activity of value to the University.  
*Contact: Last employing unit*
  - Reasonable use of photocopy, data processing, and office supplies for scholarly, professional, or service activities that support the mission of the University.  
*Contact: Last employing unit*