July 29, 2016

TO: Vice-Chancellors
    Deans
    Directors

FROM: Erika Lacro
      Chancellor

SUBJECT: HCCSOP 9.211 Emeritus/Emerita Title Request

The attached procedures were written to ensure campus compliance with Board of Regents' Policy 9.211 and Executive Policy 9.209. Procedures are to take effect as of the date of this memo.

Please distribute to faculty and staff in your departments.
Procedure No.: HCCSOP 9.211  

Date: 7/29/16

Procedure Name: Emeritus/Emerita Title Request

Supporting Policies (Reference HCCP, APM, BORP, UHCCP policy number):

Executive Policy 9.209

Board of Regents’ Policy 9.211

Purpose/Background Info:

To honor well qualified and respected retired Honolulu Community College faculty members, vice presidents and chancellors.

To recognize and retain the expertise of retired faculty, vice presidents and chancellors as valued University resources.

To establish guidelines and procedures for the awarding of the emeritus/emerita title and accompanying specific privileges and service opportunities.

Guidelines:

Eligibility:

a. Faculty members retired from the University with the rank of full professor or its equivalent who have five or more years of service at that rank are eligible for emeritus/emerita status.

b. Vice presidents and chancellors retired from the University who have five or more years of service at that classification.

Privileges:

To the extent that resources permit, the emeritus title may confer certain privileges and courtesies associated with regular faculty status. A retired emeritus faculty member shall be entitled to lifetime library privileges. In addition, at the discretion of the college or department, the individual may be invited to participate at commencement and other formal ceremonies; may be included in such publications as the college catalog or on department stationery; and may, at the discretion of the institution, be allocated office space and parking privileges dependent on available resources.
Service Opportunities:

It is intended that emeriti faculty and executives will provide the University community with expert and mature counsel on a variety of matters. Emeriti faculty and executives may serve as guest lecturers and participate in seminars, colloquia, lectures and other scholarly meetings at the invitation of the sponsoring University unit. The University community is encouraged to call upon the services of emeriti faculty and executives to assist with special committees, task forces, projects, etc., that can benefit from their experience and knowledge.

Designation:

The honorary emeritus/emerita title will be added postpositively for eligible individuals. For example, all retiring community college faculty will receive the title Professor Emeritus, Community Colleges, or Professor Emerita, Community Colleges. Retiring executives shall be awarded the title consistent with their executive service, such as Chancellor Emeritus/Chancellor Emerita or Vice President Emeritus/Vice President Emerita.

An individual may be awarded only one emeritus/emerita title from the University.

Step by Step Procedure:

The emeritus/emerita title is an honor bestowed by the Board of Regents, upon recommendation of the President, to UH faculty members in recognition of dedicated and honorable service rendered to the University. The honor is also awarded to vice presidents and chancellors who have made exceptional contributions to the University, provided long and distinguished service, and are recognized as distinguished leaders in their profession. Since it is an honor bestowed, not applied for, no documentation is expected or required from the awardee.

Authority to approve emeritus/emerita title requests have been delegated by the Board of Regents to the UH President.

The nominating division should verify eligibility of the awardee by the human resources office before proceeding with the nomination.

A nomination memo from the division stating the recipient’s accomplishments and any letters of support should be turned in to the program dean along with the following information on a separate sheet.

Recipient’s Name
Recipient Title (Professor)
Address
City/Zip
Emeritus/Emerita of Honolulu Community College
The program dean will compose the transmittal memo to the UH President via the Vice President for Community Colleges for Chancellor’s signature (see attached sample).

The transmittal memo to the UH President along with nomination memo and recipient information should be forwarded to the Chancellor’s Office.

Upon Chancellor’s signature, the Chancellor’s Office will forward the entire packet to the Community Colleges Human Resources Office for further processing. An electronic copy of the packet will be sent to Honolulu CC’s Human Resources Office for reference.

Upon approval for the award of emeritus/emerita status, the President’s Office shall send a congratulatory letter to the awardee.

The Office of the Chancellor will follow up with a letter to each awardee explaining the privileges associated with emeritus/emerita status.

**Author/Responsible Office (who originated procedure & will be responsible for updates):**

Office of the Chancellor

**Recommend Approval/Recommend Disapproval:**

\[signature\]  \[7-29-10\]  
Dean/Director  Date

Chancellor  Date

\[signature\]  \[7-29-10\]  
Approved/Disapproved
MEMORANDUM

TO: David Lassner
    President

VIA: John Morton
    Vice President for Community College

FROM: Erika Lacro
    Chancellor

SUBJECT: NATURE OF REQUEST [ALL CAPS]

SPECIFIC ACTION REQUESTED:

[NO INDENTATION]

RECOMMENDED EFFECTIVE DATE:

[Date or Upon approval]

ADDITIONAL COST:

[If no costs are associated with this request, indicate here]

BACKGROUND:

[Cite the BOR policy if applicable; provide all pertinent details/justification of request]

ACTION RECOMMENDED:

[State recommendation(s)]

APPROVED/DISAPPROVED: [Must contain signature line for approvals]
    [Four line spaces for signature]

David Lassner, President

Date

Attachments [appropriate supporting documents: nomination memo, letters of support & recipient information]