

## **Professional Associate Staff Emeritus Status Guidelines and Procedures**

### **Criteria for Appointment to Professional Associate Staff Emeritus Status**

A Professional Associate Staff Emeritus appointment is based upon meritorious performance at UMBC over a number of years, consistent with the performance expected of senior members of the Professional Associate Staff.

#### Procedure for Appointment of Professional Associate Staff Emeritus Status

1. Appointment to emeritus status is not automatic. A Professional Associate Staff member becomes eligible for appointment to emeritus status once the date of retirement has been formally established.
2. A memorandum of request and an updated curriculum vitae shall initiate the dossier, and shall be sent to the head of the department from which the Professional Associate Staff member is retiring.
3. The favorable recommendation from the head of the department shall be based upon majority vote of the permanent Professional Associate Staff members of the department. In departments with only one Professional Associate Staff member (or two, in the case that the department head is a Professional Associate Staff member), a favorable recommendation from the head of the department is sufficient for departmental level approval. Department heads shall forward favorable recommendations, the dossier, and the results of the vote by the department to the appropriate dean or supervisory officer, who will make a recommendation to the next level of administration.
4. If the head of the department is the Professional Associate Staff member who is requesting emeritus status, the dossier shall be sent to the next level supervisor, who will conduct the vote and/or make the recommendation to the appropriate dean or supervisory officer.
5. The recommendation of the head of the department (or next level supervisor) shall be forwarded to the dean or supervisory officer within eight weeks after the retirement date is established. The dean's or supervisory officer's decision shall be forwarded to the next level of the administration within eight weeks of receipt. The President's decision shall be issued within eight weeks of receipt.

### **Benefits of Professional Associate Staff Emeritus Status**

Minimum benefits to a recipient of emeritus status shall include: 1. having a UMBC ID card with the privileges implied; 2. access to computer accounts; and 3. free admission to performing arts, athletic, and other campus events. The department from which the individual is retiring may recommend additional benefits related to the department. Final approval of the benefits package rests with the President. In addition, the campus community is encouraged to include holders of the emeritus status in all appropriate activities and functions.