

Quick Guide for Requesting Emeritus Status

Academics may be approved to have the Emerita/Emeritus title conferred upon retirement. The granting of this title is not automatic. Candidates requesting this honorary title are required to have attained the highest rank in his/her title series through the demonstration of timely and successful advancement decisions; have at least ten years of University service; and have evidence of meritorious service to UC ANR.

Provided below is a brief guide on the key actions to have an Emerita/Emeritus packet reviewed.

Retiring Academic Personnel

Prepare a proposal. Include anticipated retirement date, title series with rank/step (if applicable); number of UC service years; and a summary of career accomplishments with particular focus on evidence of meritorious and noteworthy service to UC ANR; and a copy of a recently updated Curriculum Vitae (CV) and bibliography.

Required: Emerita/Emeritus packet(s) must include a written work plan agreement that summarize your proposed service to your ANR Extension and Research Program after retirement, and/or access of any UC accounts. The summary should include specific and clear measurable goals, anticipated programmatic impacts, include any individual(s) you plan to work with to achieve planned goal(s), what resources you'll need, and proposed method(s) for obtaining needed resources. The work plan agreement should also include an effective period with begin and end dates. All work plans for active Emeriti shall be reviewed and approved on an annual basis.

Submit Emerita/Emeritus packet and the work plan agreement to your County Director or immediate supervisor for review.

County Director/Immediate Supervisor

Review Emerita/Emeritus packet and if in agreement; prepare a letter of support, sign emeritus request, and submit packet to Academic HR (AHR) Unit. If applicable, the CD or immediate supervisor may also review the work plan agreement for account(s) use and submit a signed copy with the packet.

Academic Human Resources (AHR)

Review Emerita/Emeritus packet for policy compliance and submit for review to ANR Program Council and the Associate Vice President.

Associate Vice President

If Emerita/Emeritus status is recommended by ANR Program Council and the Associate Vice President, the request is then forwarded to the ANR Vice President for assessment and decision.

If request is approved, written notification from the Vice President's Office will be issued to the candidate with copy to the AHR.

Project Board: Please enter information into Project Board prior to your retirement date; the system is open year-round. Especially consider entering any outcome stories (in themes) because they will be useful for accountability and advocacy efforts. Before your last day, please complete the items in this Project Board [off-boarding checklist](#).

Rev. February 2023