

Kapi'olani Community College

Policy Number: K5.207

Policy Title: Awarding of Emeritus/Emerita Title Procedures

Approved Date: 1/8/24

Review Date: 12/12/23

I. Introduction

Kapi'olani Community College is committed to:

- honoring well qualified and respected retired or retiring UH faculty members and administrators.
- recognizing and retaining the expertise of retired and retiring faculty and administrators as valued resources.

II. Related Policies

- [Regents Policy 5.219](#), Emeritus/Emerita Title
- [Executive Policy 5.207](#), Awarding of Emeritus/Emerita Title

III. Policy Objectives

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

IV. Procedures and Responsibilities

The emeritus/emera title is awarded in accordance with the following guidelines:

A. Eligibility Criteria:

1. Faculty members retired or retiring from the University with the rank of full professor or its equivalent who have five or more years of service in that rank or position are eligible for emeritus/emera status.
2. Administrators retired or retiring from the University who have five or more years of service in that rank or position, and who have made exceptional contributions to the University and who are recognized as distinguished leaders in their field.
3. Candidates for emeritus/emera recognition must have rendered dedicated and honorable academic service to the University.

- B. Award Procedures: The emeritus/emerita title is an honor by the University in recognition of dedicated and honorable service rendered to the institution. The procedures for the award will include the following steps:
1. Request for delegated award by the President:
 - a. Prior to or following an eligible individual's retirement, the Vice Chancellor for Academic Affairs may submit, via the Chancellor, a request for emeritus/emerita status for the faculty member or administrator to the office of the President with copies to the campus office of human resources. The request should originate in the home department or office of the retiree.
 - b. Verification of eligibility by the campus human resources office shall be provided to the Vice Chancellor for Academic Affairs and attached to the request as it is reviewed.
 - c. Recommendation by the Chancellor to the President of the University.
 2. Request for award by Board of Regents:
 - a. Requests for award of the emeritus/emerita status for individuals who do not meet these criteria shall be submitted to the President for consideration via the Vice Chancellor for Academic Affairs, via the Chancellor. The President will then request approval from the Board of Regents. A Board Action Memo shall be prepared citing the merits of the award and justification for the exception.
 3. Upon approval for the award of emeritus/emerita status, the Chancellor shall send a letter to each awardee explaining the campus privileges associated with emeritus/emerita status. [Attachment 1](#) provides a sample of such a letter.
 4. An individual may be awarded only one emeritus/emerita title from the University.
- C. Privileges: To the extent that resources permit, the emeritus/emerita title may confer certain privileges and courtesies associated with regular faculty status that may include maintenance of library privileges; participation at commencement and other formal ceremonies at the discretion of the college or department; inclusion in such publications as the college catalog or web site; and at the discretion of the institution and subject to availability of resources, may be allocation of office space or other privileges generally available to faculty.
- D. Service Opportunities: It is intended that emeriti faculty and executives will provide the University community with expert service and counsel based on their expertise and experience 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.

- E. Designation: For eligible individuals, the honorary emeritus/emerita title will be appended to the title they had/have upon retirement. For example, a person who retires with the title of Professor will be styled "Professor Emeritus/Professor Emerita". Retiring executives shall be awarded the title consistent with their executive service, such as "Chancellor Emeritus/Chancellor Emerita", or "Vice Chancellor Emeritus/Vice Chancellor Emerita".

Kapi'olani Community College Policy Signature Approval Page

I propose Policy Number: K5.207 Awarding of Emeritus/Emerita Title Procedures

Eric A. Denton Digitally signed by Eric A. Denton
Date: 2023.08.22 12:38:24 -10'00' 8/22/23

Proposer (Name) Date

Nāwa'a Napoleon Digitally signed by Nāwa'a Napoleon
Date: 2023.09.12 16:01:58 -10'00' 9/12/23

Executive Sponsor Date

Title: Vice Chancellor for Academic Affairs

Have reviewed the proposal and offered feedback if needed.

Shawn Ford Digitally signed by Shawn Ford
Date: 2023.12.12 12:55:37 -10'00' 12/12/23

Faculty Senate Chair Date

Have reviewed the proposal and offered feedback if needed.

Kimberly M Song 12/12/23

Student Congress President Date

Have reviewed the proposal and offered feedback if needed.

Cheryl Miyahara Digitally signed by Cheryl Miyahara
Date: 2023.12.12 13:16:41 -10'00' 12/12/23

Staff Council Chair Date

Have reviewed the proposal and offered feedback if needed.

 12/12/2023

'Aha Kalāualani Chair Date

Have reviewed the proposal and offered feedback if needed.

This was presented to the Chancellor's Advisory Council (CAC) on 12/12/23.

 01/08/2024
Chancellor Date

Approve

Not Approve