

Call for Nominations for Emeritus Appointment - Spring 2025

Eligibility

Emeritus nominations are sought for retired faculty who meet the following criteria:

1. Completed a minimum of ten years of service at UTA.
2. Held a tenure-track rank (professor, associate professor, or assistant professor) OR an academic professional track rank (distinguished senior lecturer, professor of practice, research, or instruction, clinical professor, or the equivalent associate rank) during their period of service at UTA.
3. Fully retired (or have initiated the retirement process to be fully retired from UTA before Sept. 1, 2025).
4. Established a record of distinguished and honorable service to UTA commensurate with the highest levels of excellence for their faculty title.

Note. Posthumous nominations are not allowed.

Nomination Procedure

1. The emeritus nomination process may be initiated by either the faculty member seeking the emeritus appointment (self-nomination) or by a faculty colleague holding a full-time active (non-emeritus) appointment that is above the entry-level for their faculty title (*viz.*, assistant professors, lecturers, etc. are not eligible to nominate colleagues).
2. The nominator must submit an electronic ***Emeritus Nomination Folder*** to the home department chair, program director, or school dean that contains the following items in separate electronic files:
 - a. Cover Page (see next page)
 - b. A statement of 500-750 words that presents evidence of the candidate's distinction and quality of contribution and service to UTA.
 - c. The nominee's current and complete curriculum vitae.
 - d. At least two (but not more than three) letters in support of the nomination, each written and submitted by a UTA faculty member with a full-time appointment (including faculty in an administrative position).
3. The department chair or school dean will send a link to the Emeritus Nomination Folder to a department/school committee comprised of the unit's Advisory Committee on Tenure and Promotion (ACTP) and one to three additional full-time Academic Professional Track faculty members. The committee will review the nomination and prepare a short written recommendation that includes one of the following decisions: "recommended," "recommended with reservations," or "not recommended." The ACTP recommendation will be added to the Emeritus Nomination Folder as a separate file named "**ACTP Recommendation**" within 14 days of receipt of the nomination folder.
4. The department chair (or program director) of the candidate's home department/program will prepare an independent written recommendation ("recommended," "recommended with reservations," or "not recommended") and add their recommendation to the Emeritus Nomination Folder as a separate file named "**Chair/Director Recommendation**" within 14 days of receipt of the nomination materials.
5. The dean of the candidate's home school/college will prepare an independent written recommendation ("recommended," "recommended with reservations," or "not recommended") and add their recommendation to the Emeritus Nomination Folder as a separate file named "**Dean Recommendation**."
6. **No later than March 24, 2025**, the designee of the dean will notify the Faculty Senate Emeritus Review Committee Chair, Rhonda Prisby (rhonda.prisby@uta.edu), that the Emeritus Nomination Folder of the candidate is complete and ready for review.
7. The Faculty Senate committee will prepare a recommendation ("recommended," "recommended with reservations," or "not recommended") for each nominee and add the recommendation to the Emeritus Nomination Folder as a separate file named "**Faculty Senate Recommendation**".
8. The completed Emeritus Nomination Folders will be submitted to the President (directly and confidentially) by the Faculty Senate Chair.
9. The **President** will make a final decision and will notify candidates who receive an emeritus appointment.

Please review the [UTA Handbook of Operating Procedures Policy AA-FT-PO3](#) for more information.

Questions? Contact Rhonda Prisby, Emeritus Review Committee Chair, rhonda.prisby@uta.edu

Emeritus Faculty Nomination Form – 2025

To complete this form, place the cursor in the appropriate box and type the requested information.

Emeritus
Nominee's
Full Name:

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given name

middle name or initial (optional)

family name

(Important: The name given above will appear on all emeritus documents, including the citation.)

Nominee's contact information
(mailing address, email address,
and phone)

Nominee's employment status at UTA prior to retirement
(title, department/program,
college/school)

Nominee's date of retirement
(actual or projected)

Emeritus Title(s) for which the
candidate is being nominated.
(Professor Emeritus, Senior
Lecturer Emeritus, etc.)

Nominee's initial year of
employment at UTA

Nominee's total years of full-time
faculty service

Nominator Information

- Full name
- Title
- Home academic unit
- Email address

Nominator Signature

Create an electronic *Emeritus Nomination Folder* that includes:

1. This file renamed "Emeritus_FamilyName_GivenName"
2. A statement of 500-750 words that presents evidence of the candidate's distinction and quality of contribution and service to UTA.
3. The nominee's current and complete curriculum vitae.

**Nomination for Professor Emeritus
Record of Recommendations**

Emeritus
Nominee's
Full Name:

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given name

middle name or initial (optional)

family name

At each level, the committee or individual reviewing the materials should provide:

1. A written statement (on a separate page) and
2. A recording of the recommended action using the appropriate place below.

Begin at the bottom of this page and route the materials upward.

Having reviewed the materials presented, the committee's consensus on the matter of granting this candidate an emeritus appointment is: (check one; do not record votes)

Dean's Recommendation
(check one)

<i>Recommend</i>	<i>Recommend with Reservations</i>	<i>Not Recommended</i>
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Signature, Dean

Date

Department Chair's Recommendation
(colleges only; check one)

<i>Recommend</i>	<i>Recommend with Reservations</i>	<i>Not Recommended</i>
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Signature, Department Chair

Date

Departmental or School P/T Committee (ACTP) Consensus

<i>Recommend</i>	<i>Recommend with Reservations</i>	<i>Not Recommended</i>
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Signature, Departmental Committee Chair

Date