**The UT Arlington Faculty Senate Solicits Nominations for Professor Emeritus**

**February 6, 2020**

Please consider nominating a retired or retiring faculty colleague for emeritus status. It is an honor to be given an emeritus title, yet there are other benefits as well. For example, emeritus faculty members may be assigned office or lab space, given access to university resources such as email, and/or be granted library access. “Dean Emeritus” and “Chair Emeritus” titles may also be conferred when appropriate. Self-nominations are accepted.

Nominations must be submitted electronically by Friday, March 27, 2020, to Dr. Bill Carroll, Chair, UTA Faculty Senate, ERB 521, 500 UTA Blvd, Arlington, TX 76010. Email [carroll@uta.edu](mailto:carroll@uta.edu) for questions. Nominations should be submitted as a single pdf document by following this link <https://common.forms.uta.edu/view.php?id=108908> .

Each emeritus nomination document must include

1. A completed cover sheet (see the attached fillable form).
2. A two to three-page statement in which the nominator presents evidence that the candidate's service to the University has been "distinguished" and "honorable".
3. A copy of the nominee’s most up-to-date and complete *CV*.
4. Three letters in support of the nomination, each written and submitted by a tenured faculty member at UT Arlington.

Nominees must meet the following criteria as given in the UT Arlington *Handbook of Operating Procedures* ([**Policy**](http://www.uta.edu/policy/hop/adm/6/200) **AA-FT-PO3**).

* Have been awarded tenure at UT Arlington,
* Be fully retired or have initiated the retirement process so as to be fully retired from UT Arlington prior to the projected date of the emeritus appointment\* (September 1, 2020),
* Have established a record of distinguished and honorable service to UT Arlington.

The nomination process is described below and can take up to four weeks to complete.

1. The department chair or school dean shall forward the electronic emeritus nomination packet to the unit's Advisory Committee on Tenure and Promotion (ACTP). Members of the ACTP shall review the documents, confer as necessary, and prepare a written recommendation, choosing from one of the following designations: "recommended," "recommended with reservations," or "not recommended." Within 14 calendar days of receiving the nomination materials, the chair of the ACTP shall place an electronic version of the committee's recommendation in the nomination folder and shall then forward the nomination folder to the department chair/school dean.
2. In the case of a candidate whose home unit is a department or program, the department chair or program director shall review the documents in the nomination folder, prepare an independent written recommendation ("recommended," "recommended with reservations," or "not recommended"), and place an electronic version of this recommendation in the nomination folder. Within seven calendar days of receiving the nomination materials, the chair or director shall forward the nomination folder to the academic dean.
3. The dean of the candidate's school and college shall review the documents in the nomination folder, prepare an independent written recommendation ("recommended," "recommended with reservations," or "not recommended"), and place an electronic version of this recommendation in the nomination folder. Within seven calendar days of receiving the nomination materials, the dean shall forward the nomination folder to the Chair of the Faculty Senate.

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\*Given this requirement, at the time the nomination packet is submitted (i.e., by March 20, 2020), candidates for an emeritus title should either:

1. Be fully retired or
2. Have notified *in writing* their dean (and, if applicable, their department chair/program director) of their intent to begin retirement by September 1, 2020.

In either case, a nominee for emeritus status may not appear in any academic unit’s 2020-21 budget.