Handbook of Operating Procedures, Chapter 4

4.1.3 Honorary Titles (Emeritus or Emerita Professor) (August 2015)
Appointment as Professor Emeritus or Emerita is an honorary rank and carries life tenure as a member of the faculty of The University of Texas at El Paso. When possible, the privileges of this status shall include mail and telephone services, office space, secretarial services, library use, and other services normally available to active members of the faculty. The privileges of this honorary rank shall include a) technology services, such as e-mail and UTEP Wi-Fi, b) discounted inner campus parking, c) discounted software purchases, d) library access, e) access to the University’s Employee Assistance Program for legal, travel, and other services, f) discounted dinner theatre and athletics tickets, and g) other services normally available to active members of the faculty.

4.1.3.1 This title may be given to a faculty member holding the rank of Professor or Associate Professor; the appointment becoming effective upon retirement. The appointment is made in recognition of exceptional and meritorious service to The University of Texas at El Paso.

Exceptional and meritorious service may be demonstrated in instruction, and contributions to a discipline, or contributions to the University or community, or contributions to student life in such a way as to bring honor to the University.

4.1.3.2 Nominations for Emeritus/a status shall be initiated in the faculty member's department. The nomination must be accompanied by documentation of contributions that are exceptional and meritorious, including at least two letters of support from faculty or others outside the candidate's department. The documents shall be reviewed and recommendations made, in turn, by departmental colleagues, the Department Chair, the Dean of the College, and the Provost. If it is determined that the criteria are met, the recommendations shall be forwarded to the Chair of a committee appointed by the President of the Faculty Senate from Professors of senior service with special interest in the integrity of Emeritus status. This Emeritus Committee shall make recommendations to the Provost, who shall then present his/her recommendations to the President for appropriate action.

4.1.3.3 Faculty members who are retiring at the rank of Assistant Professor but who otherwise meet the criteria of exceptional and meritorious service to the University are eligible for the President’s Meritorious Service Award. Nomination shall follow the procedures in 4.1.3.2 above, and the award shall carry all the benefits pertaining to Emeritus/a status except the title itself.