

POLICY FOR EMERITUS STATUS FACULTY AND SENIOR ACADEMIC AND ADMINISTRATIVE OFFICIALS

Revised June 20, 2020; further revised March 22, 2025

I. GENERAL POLICY

Emeritus status is a special honor bestowed upon fully retired faculty and senior academic and administrative officials who have made significant contributions during their long and distinguished service to the University of the Virgin Islands and whose service has been characterized by high professional achievement and who meet the criteria specified in this policy. Retired faculty members may be awarded an emeritus title corresponding to their rank. Retired administrative officers may be awarded an emeritus title corresponding to their last administrative title prior to retirement.

II. CRITERIA

Individuals Meeting The Following Criteria May Be Considered For Emeritus Status:

1. A candidate must have been a tenured faculty member of the University of the Virgin Islands with an academic rank no lower than Associate Professor, or if research faculty, have held at least an Associate Professor rank.
2. A senior academic or administrative official who has held that position for a period of no fewer than 20 years and who is or has permanently retired and who has served the University with distinction.
3. A candidate must have retired from full-time service at the University of the Virgin Islands. A candidate who resigns from the University faculty ranks or who resigns as a senior academic or administrative official to accept a lower position within the University as a part of a phased retirement plan and who otherwise meet the eligibility standards set forth herein when they entered their phased retirement, may be eligible for emeritus consideration at the end of the phased retirement term.
4. A tenured faculty member must have had at least 20 years of full-time service in academia with at least 15 of those years in full-time service at the University of the Virgin Islands.
5. The candidate from teaching faculty must be able to demonstrate distinguished service through the following:

- a. Outstanding teaching effectiveness and a record of dedication to teaching and students.
 - b. Evidence of recognition of excellence in research/scholarship, as defined by the Faculty Policy Manual, beyond the academic division in which she/he serves.
 - c. Exceptional contributions to the further enhancement of the public image of the University of the Virgin Islands, through professional and ethical conduct that reflects positively on the public image.
6. The candidate from the research faculty must be able to demonstrate distinguished service through the following:
- a. A distinguished career in research as evidenced by exceptional productivity.
 - b. Evidence of recognition, beyond the school or college in which she or he serves, for excellence in contributions to the University.
 - c. Exceptional contributions to the further enhancement of the public image of the University of the Virgin Islands, through professional and ethical conduct that reflects positively on that public image.

III. PROCEDURES FOR FACULTY EMERITI CANDIDATES

A. For Teaching Faculty

1. The candidate must be nominated, by letters sent to the University Promotion and Tenure Committee (UPT), from at least (3) three faculty members and the Provost of Academic Affairs. UPT shall then inform the candidate who must submit an application.
2. UPT shall determine the candidate's eligibility and submit its findings to the Provost or designee.
3. The Provost shall submit her recommendation to the President if UPT's finding is favorable. In the event of an unfavorable response from the UPT, the Provost shall inform the candidate.
4. If the President so agrees, he shall submit a favorable recommendation, with supporting documentation, to the Board of Trustees through the appropriate committee of the Board.

B. For Research Faculty

1. The candidate must be nominated by letters sent to the UPT from at least (3) three faculty members and the Provost of Academic Affairs. UPT shall inform the candidate who must submit an application.
2. The UPT shall determine the candidate's eligibility and forward its finding to the Provost.
3. The Provost shall submit a recommendation to the President if the finding is positive. The Provost shall inform the candidate of a negative recommendation.
4. If the President so agrees, he shall submit a recommendation, with supporting documentation, to the Board of Trustees through the appropriate committee of the Board.

IV. PROCEDURES FOR SENIOR ACADEMIC AND ADMINISTRATIVE EMERITI CANDIDATES

1. Candidates for emeriti status as a senior academic or administrative official may be recommended by the President or may be nominated by the support of a three-fourths (3/4th) of the members of the President's Cabinet, or the Executive Committee of the Board of Trustees, in consultation with the University President and Provost.
2. In recognition of exceptionally meritorious service and upon the recommendation of the appropriate University representative as set forth in Section IV(1) herein, emeritus status may be conferred on a senior academic or administrative official of the University who meets the eligibility criteria in Section II above.
3. For purposes of this policy the following are designated as Senior Academic and administrative officials of the University:
 - a. President
 - b. Chief Financial Officer
 - c. Provost
 - d. All persons holding positions Vice President position.
 - e. All Academic Deans
 - f. Dean of Student Affairs
 - g. Director of Campus Operations
 - h. Executive Director of the Research and Technology Park
 - i. University officials whose primary responsibility is the administrative direction of separately designated divisions, schools or departments of institutional activity commonly associated with institutions of higher education.
 - j. Such other senior academic or administrative positions as the Board may determine.

4. PROCEDURES

1. Candidates for Emeritus status will be reviewed once per year, preferably in the fall semester. The Committee to review research faculty will be constituted by the Provost.
2. The ultimate decision on the grant of emeritus status pursuant to this Policy rests with the University's Board of Trustees, as a duly constituted meeting of the Board.
3. The Board of Trustees retains the right, at all times material hereto to deny or revoke emeritus status for good cause or as best serves the needs or interests

of the University of the Virgin Islands. For purposes herein, good cause shall mean:

- a. The belated discovery of any material failure in the performance of duties while in the employ of the University of the Virgin Islands, or any related entities;
- b. dishonesty, misappropriation, breach of fiduciary duty or ethical duty or fraud in connection with any and all of the individuals personal or professional dealings;
- c. Misconduct or gross negligence in any matter affecting the University of the Virgin Islands, or any related entities;
- d. Conviction of or pleading of nolo contendere to a felony or crime of moral turpitude
- e. Dependency on alcohol or other chemical substance
- f. Fraudulent misrepresentation or withholding of material information in connection with any matter affecting the University of the Virgin Islands or its related entities;
- g. Conduct tending to bring the University or any of its affiliated entities, donors or the Board of Trustees into substantial public disgrace or disrepute

5. BENEFITS AND PRIVILEGES

The Provost will inform candidates approved by the Board of Trustees of the advantages and responsibilities of the honor and make available to them those items specified as prerequisites. Provided that the person designated as Emeritus continue to exemplify the criteria and ethical standards inherent in this status, such benefits, rights, and privileges shall include the following:

1. An appropriate citation from the University.
2. An Emeritus ID card.
3. Listing in the University's annual undergraduate and/or graduate catalog as appropriate.
4. Utilization of Library and other facilities on an as-available basis.
5. Continuance on University of the Virgin Islands mailing and listing on and access to the University's electronic mail system.
6. Eligibility for University-sponsored group travel plans.
7. Participation in commencement exercises and other university activities.
8. Attendance at faculty meetings with the privilege of the floor but without the right to vote.
9. Service on university committees as requested by the university.
10. Those bestowed with the status of Emeritus shall have similar privileges as their colleagues in active service to apply for and secure grants of research, scholarships and fellowships granted by the University of the Virgin Islands, with first preference being given to faculty currently employed and these privileges shall be dependent on the institution's abilities and resources. In addition,

Emeritus shall have the right to use the University of the Virgin Islands as their affiliated institution when applying for grants and fellowships from foundations and agencies. They shall have the right to ask the administration and unit Deans for recommendations in support of their applications for such grants and fellowships. All such grant applications will be subject to the university's normal grant review process.

6. RESPONSIBILITIES

1. To act, in general, as a good-will ambassador for the University of the Virgin Islands.
2. To assist, to whatever extent possible, in the recruitment of students, faculty, and staff.
3. To cite the University of the Virgin Islands in all professional publications and activities.
4. To keep the university informed of current address and professional activities.
5. To continue to conduct oneself both professionally and ethically, i.e., in ways that reflect positively on the public image of the University of the Virgin Islands.
6. Emeritus status may be revoked for cause, as determined by the Board of Trustees, under circumstances where the recipient of Emeritus status (i) is convicted of, or admits to, the commission of any felony, or (ii) (A) willfully commits any act which brings the Emeritus recipient into public hatred, public disrepute, contempt, scorn, or ridicule, or which shocks, insults, or offends the community or public morals or decency under applicable community standards within the United States Virgin Islands or nationally or internationally, and (B) at least two-thirds of the Board of Trustees of the University vote that such act has a materially negative longstanding impact to the reputation of the University.

Revision History:

Initially Approved August 11, 2008

Revised June. 20, 2020

Recommended by the Exec Committee October 3, 2024 and

Revised by Board of Trustees March 22, 2025