

UC Berkeley

Emeritus Status for Non-Academic Personnel

Policy

Conferral of emeritus status is an honor that may be granted by the Chancellor upon retirement of a non-academic employee who has provided outstanding service to the University. The criteria for emeritus status are:

1. at least ten years of University service;
2. service at the time of retirement in a position assigned to Management and Senior Professional Personnel Program (MSP), or a position at any grade of the Senior Management Group (SMG);
3. evidence of extraordinary and meritorious contributions to the fulfillment of the mission and programs of the University; and
4. recognition from outside the University of California of noteworthy contributions to the nominee's professional field.

Procedures:

The Chancellor holds the delegated authority for the campus to confer emeritus status. Requests for consideration of emeritus status must be endorsed by the appropriate Vice Chancellor who shall present them to the Chancellor for approval. Recommendations are typically submitted at least a month prior to the separation date.

Recommendations shall include: (a) nominee's date of separation, (b) a brief justification on the reasons for the request with supporting documentation as applicable, and (c) a copy of the nominee's CV/resume.

The Chancellor shall notify the requesting Vice Chancellor of approval of emeritus status and the effective date. The requesting Vice Chancellor shall notify the requesting department and/or the employee.

The Vice Chancellor's office will coordinate with CSS to process the termination of the active appointment in HCM, and the beginning of a new appointment using the emeritus job code (9902U: Staff Emeritus), effective the date following separation on an indefinite basis. The earnings code is WOS. A chart string must be designated, which in most cases is 19900.

Staff Emeritus Perquisites:

Emeritus status carries with it the following rights: uninterrupted access to email, and use of the emeritus title on business cards and communications to designate the continued honorary status with Berkeley. Additionally, the individual is eligible to purchase a campus parking permit. The individual continues to be subject to all UC policies.

Related policies:

UCOP systemwide policy: <http://policy.ucop.edu/doc/4000428/EmeritusNonAcademic>

Berkeley policy in brief:

<http://campuspol.chance.berkeley.edu/Home/PolicyDetails.cfm?pid=129&urldesc=Emeritus%20Status%20for%20Non-Academic%20Personnel>