

 UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL ADMINISTRATOR EMERITUS AND ADMINISTRATOR EMERITA	
<p><u>Responsible Department:</u> Office of the Provost</p> <p><u>Recommended By:</u> Provost and Executive Vice Chancellor; Vice Chancellor Human Resources</p> <p><u>Approved By:</u> Chancellor</p>	<p><u>Policy Number</u> PROV 4.10.021</p>	<p><u>Effective Date</u> 5/5/2026</p>

I. INTRODUCTION

This policy sets forth the eligibility criteria and the awarding process for Administrator Emeritus and Administrator Emerita status.

II. POLICY OVERVIEW

Eligibility

Emeritus or Emerita status for academic administrative leaders may be awarded in recognition of distinguished and exceptional service to the University under the following guidelines:

1. Nomination and award can be approved at the time of career retirement from the University or after resignation from a position of academic leadership after an extended period of continuous service at the divisional level or above.
2. Recommendations for Deans, Provosts and Chancellors may originate from any constituency at the University, and must be approved by the Faculty Senate, the Provost, the Chancellor, the Faculty and Educational Affairs Committee and the Board of Trustees.
3. Recommendations for Vice Provosts, Associate/Assistant Provosts, Vice Chancellors, and/or Associate/Assistant Vice Chancellors originate from the Provost and/or the Chancellor, and must be approved by the Provost, the Chancellor, the Faculty and Educational Affairs Committee and the Board of Trustees.

III. PROCESS OVERVIEW

Awarding

A certificate shall be presented to the Emeritus/Emerita administrator at an appropriate occasion.

Upon retirement from the University of Denver, the honorary distinction of [Administrator] Emeritus or [Administrator] Emerita will carry the same benefits and privileges as those afforded to retired academic faculty in the Professor Emeritus and Emerita Series (See University Policy HRIC 4.10.020 - *Emeritus and Emerita Status*).

IV. DEFINITIONS

None

V. RESOURCES

A. University Policy HRIC 3.40.060 – *Employee Tuition Waiver*

B. University Policy HRIC 3.40.030 – *Retirement and Retiree Benefits*

Revision Effective Date	Purpose
6/28/2021	<i>Minor revisions</i>
5/5/2026	<i>Minor revisions to change the terminology from “Emeritus” to include both “Emeritus and Emerita”</i>