

*Procedure for  
Recognition of  
Unclassified Staff Upon  
Retirement*

*The chancellor will be notified of a faculty/academic staff member's retirement by the appropriate division head.*

*The responsibilities of the Chancellor's Office are to:*

- 1. Provide a certificate from the Governor's Office for state service, if appropriate. A minimum of twenty years' state service is required. The Chancellor's Office will request the Human Resources Office to obtain the certificate.*
- 2. Provide a certificate from the Board of Regents for university service, if appropriate. A minimum of five years service is required. The Chancellor's Office will request the Human Resources Office to obtain the certificate.*
- 3. Provide recognition from UW-Stout for campus service. It is the responsibility of the division to submit to the chancellor information to enable preparation of a personalized letter of recognition.*
- 4. Organize an All-University Recognition Dinner. Near the end of each academic year, an all-university faculty/academic staff dinner may be held to honor the retirees. This dinner will be planned by the Faculty Senate.*
- 5. Provide Emeritus Recognition. When a faculty/academic staff member is to be given Emeritus status, the chancellor will award this designation by means of a personal letter sent directly to the retiree.*
- 6. Provide publicity. The Chancellor's Office will notify University Relations of the names of retiring faculty/academic staff.*

*Emeritus Status*

*(UW-Stout 76-8; Rev. June, 1998)*

*1. Policy*

*The Chancellor, upon recommendation by a retiree's department and/or dean, and/or director, may award Emeritus status to a retiring person.*

*2. CRITERIA FOR AWARDING EMERITUS STATUS*

*Emeritus status may be awarded to a retiring person who.*

- 2.1 Who has served seven years in this university (in exceptional cases as authorized by the Chancellor, the years of service may be reduced);*
- 2.2 Who is retiring permanently as to be eligible for a retirement pension; and*
- 2.3 Who has served the University in an exemplary manner.*

*3. EMERITUS STATUS PRIVILEGES*

*Faculty and Academic Staff of Emeritus status shall enjoy the following privileges:*

- 3.1 The holding of a University identification card noting emeritus status and rank;*
- 3.2 The use of library facilities;*

*3.3 Access to and use of laboratory and other work facilities in the retiree's department, providing such access and use is for continuing professional purposes, does not interfere with regular educational activities in these areas, and receives the approval of the chair of the department and the appropriate dean;*

*3.4 If desired by the retiree, the use for continuing professional purposes of an office, telephone and computer, providing such facilities/equipment are available and this usage receives the approval of the department chair and the appropriate dean;*

*3.5 The same rights as regularly employed faculty to march in commencement and other academic ceremonies;*

*3.6 Special parking privileges as determined by the University's parking authorities;*

*3.7 Attendance at all social affairs and other University functions; and*

*3.8 E-mail and web access.*

**NOTE: End of Personnel Rules for All Unclassified Staff.**