The UT Arlington Faculty Senate solicits nominations for Professor Emeritus.

Electronic nomination packets (USB flash drive or via box link) must be submitted by Friday, March 22, 2019, to Dr. David Coursey, Chair, UTA Faculty Senate, Box 19108, CAPPA Building Suite 203. It is strongly suggested that materials be hand-delivered materials to the college receptionist (CAPPA 203).

Each emeritus electronic nomination folder must include:

1. A completed cover sheet (using the attached MS-Word document).
2. A two to three page statement in which the nominating party presents evidence that the candidate’s service to the University has been "distinguished" and "honorable".
3. A copy of the nominee’s most up-to-date and complete CV.
4. Two to three letters in support of the nomination, each written and submitted by a tenured faculty member at UT Arlington

Per the UT Arlington Handbook of Operating Procedures (Section 6-201), nominees must:

- have been awarded tenure at UTA’
- be completely retired by the time the appointment is to take effect (September 1, 2019)*;
- have established a record of distinguished and honorable service to UTA; and
- have earned the rank of either associate professor or professor.

Please see the full Section 6-201 for the complete procedures.

Please note that the procedure takes four weeks from submission of the nomination to the chair or school dean to submission to the senate:

1. The department chair or school dean shall forward the electronic emeritus nomination folder to the unit's Advisory Committee on Tenure and Promotion (ACTP). Members of the ACTP shall review the
documents, confer as necessary, and prepare a written recommendation, choosing from one of the following designations: "recommended," "recommended with reservations," or "not recommended." **Within 14 calendar days** of receiving the nomination materials, the chair of the ACTP shall place an electronic version of the committee's recommendation in the nomination folder and shall then forward the nomination folder to the department chair/school dean.

2. In the case of a candidate whose home unit is a department or program, the department chair or program director shall review the documents in the nomination folder, prepare an independent written recommendation ("recommended," "recommended with reservations," or "not recommended"), and place an electronic version of this recommendation in the nomination folder. **Within seven calendar days** of receiving the nomination materials, the chair or director shall forward the nomination folder to the academic dean.

3. The dean of the candidate's school and college shall review the documents in the nomination folder, prepare an independent written recommendation ("recommended," "recommended with reservations," or "not recommended"), and place an electronic version of this recommendation in the nomination folder. **Within seven calendar days** of receiving the nomination materials, the dean shall forward the nomination folder to the Chair of the Faculty Senate.

*Given this requirement, at the time the nomination packet is submitted (i.e., by March 22, 2019), candidates for an emeritus title should either:

1. be fully retired or
2. have notified *in writing* their dean (and, if applicable, their department chair / program director) of their intent to begin retirement by September 1, 2019.

In either case, a nominee for emeritus status may not otherwise appear in any academic unit’s 2019-20 budget.