UMKC Librarians’ Council
UMKC Librarian Emeritus/Emerita Policy and Process

Approved by Librarians’ Council: April 29, 2015
Approved by Interim Provost Cynthia Pemberton: May 14, 2015

A. Rule -- The procedure for granting the title of "Librarian III Emeritus/Emerita" or "Librarian IV Emeritus/Emerita" shall originate with UMKC Libraries or the UMKC Law Library. The appropriate title will be granted, (i.e., Librarian Emeritus/Emerita III or Librarian Emeritus/Emerita IV), to any Librarian in good standing at the time of her or his retirement, who:

1. Holds the rank of Librarian III or IV (the equivalent of Associate or Full Professor) and has been a Librarian for at least fifteen (15) years; or has held the rank of Librarian IV for at least five (5) years; and
2. Has indicated the desire to receive emeritus status; and
3. Whose contributions to the UMKC Libraries or UMKC Law Library and the University are recognized as meritorious as determined by majority vote of all current Librarians III and IV, such determination then being transmitted by letter to the Dean of Libraries or Law Library Director, and the Chancellor.

B. Exceptions
1. A retiring Librarian who is not covered by the above rule and who has been recommended by majority vote of the Librarians III and IV and by the Dean of Libraries or Law Library Director may be awarded an emeritus designation by the Chancellor when the faculty member:
   a. has retired in good standing; and
   b. has indicated the desire to receive emeritus status; and
   c. his or her contributions to the UMKC Libraries or the UMKC Law Library and the University are recognized as meritorious.

C. Librarians who have received the title of emeritus shall continue as members (non-voting) of the UMKC Faculty; and their names shall appear in the list of UMKC Librarians in the University catalog. Each person receiving Emeritus/Emerita status shall have the same rights granted other Emeriti under University policies.

Process
1. Dean of Libraries or Law Library Director receives request
2. Dean of Libraries or Law Library Director requests that the Librarians’ Council Promotion and Appointments Committee conduct a vote by Librarians III and IV
3. If vote results in a denial
   a. Dean of Libraries or Law Library Director will notify the candidate in writing (cc: candidate’s promotion file)
4. If vote results in approval
a. Dean of Libraries or Law Library director forwards a letter of request to the Provost with candidate’s current CV; letter of request should include the appropriate Emeritus rank designation.

b. Provost Office prepares letter of approval for Chancellor signature.

c. Dean of Libraries or Law Library Director forwards copy of letter to unit’s Human Resources Facilitator (HRF), and files the Dean/Director’s copy in the candidate’s promotion file.

d. UMKC Libraries/Law Library HRF follows procedures as outlined on Faculty Affairs Emeritus page to complete paperwork.

e. Any deadlines prescribed the Provost’s office will need to be considered. Currently there are no annual deadlines listed on the Faculty Affairs Emeritus page.

5. In cases where the recommended title does not meet the criteria of 320.090 of the Collected Rules and Regulations of the University System as outlined above in A1, and the candidate seeks an exception under B1, the same procedure will be followed. The Dean of Libraries or Law Library Director’s letter to the Provost will note that an exception is being sought and the rationale for granting Emeritus status.