

College of Behavioral & Community Sciences
Guidelines for Retired Meritoriously Status
Non-Tenure Earning Faculty

Overview

Non-tenure earning faculty may be eligible to be awarded “Retired Meritoriously” status in recognition of sustained contributions to the College of Behavioral & Community Sciences according to the guidelines below. Non-Tenure earning faculty includes but is not limited to faculty who have titles of Research Professor, Research Associate Professor, Research Assistant Professor, Instructor, Lecturer, Instructional Specialist, and Psychologist as well as individuals in the faculty pay plan holding the titles of Associate In ____, Assistant In ____, Coordinator, Research Associate, Program Director, and Counselor/Advisor.

The term “Retired Meritoriously” and “Meritorious” are used interchangeably in this document.

Foundational Principles

1. By conferring Retired Meritoriously status, CBCS recognizes that the retiring faculty member has normally been at USF for a minimum of 10 years. Therefore, the recommendation that a retirement would lead to Meritorious status must be grounded in the record of the retiree. Individuals who were faculty members in former CAS/FMHI departments at the time of the 2008 establishment of the College of Behavioral & Community Sciences may include years of service employed in their CAS/FMHI departments toward the ten year requirement for Meritorious status.
2. The Retired Meritoriously title is not granted automatically to all retirees. Individuals who have maintained a record of sustained contributions in their assigned duties during their career with the College of Behavioral & Community Sciences (and in the CAS/FMHI departments that were merged to form the College of Behavioral & Community Sciences in 2008), may be eligible for Meritorious status.
4. The title of Retired Meritoriously may be removed by the College Dean or Provost for actions that demean or harm the College or University. Individuals with Retired Meritoriously status retain the rights and responsibilities of academic freedom.

Definitions

- (1) "**Retire**" means to terminate service from the University and immediately receive full retirement benefits under any approved University retirement plan.
- (2) "**Honorable service**" means that the individual was not terminated for violation of University policy. Honorable service includes permanent disability sick leave.
- (3) "**Department**" means a department or an equivalent academic entity in units that are not organized in traditional departments.

Titles

Individuals for whom Meritorious status is granted will retain their title/rank at the time of retirement followed by the designation "Retired Meritoriously." Those who are granted Meritorious status should notify their chair/director at the time of application that they wish to use the Meritorious Status title officially and may use that title informally whether or not they have notified the chair in advance.

Process

1. Meritorious status is granted by the Dean of the College upon the recommendation of the Chair/Director of the department/school from which the individual is retiring and should be based on the department/school procedures for granting Meritorious status. The Chair's/Director's recommendation will normally be endorsed by the Dean of the college. However, the Dean is free to conduct a separate evaluation and to reach a decision regarding the candidate that may deviate from the Chair's/Director's recommendations.
2. The process is launched by a letter from the retiring faculty member indicating an interest in holding the Meritorious title, or by a nomination letter from any faculty member in the department/school. Although later applications will be considered, the process normally should begin during the individual's final semester of full employment and be submitted to the Dean's Office no later than one month before the end of that semester in which the individual is retiring.
3. It is expected that each department will develop its own procedures to ensure faculty input in reaching the recommendation that the Chair/Director will submit.
4. The department Chair/Director must forward the nomination letter to the Dean accompanied by a letter in which the Chair/Director endorses, or declines to endorse, the granting of the Meritorious status. In either case, the letter should briefly evaluate the candidate's record as a faculty member. This should include a statement regarding the candidate's contributions to the department, college, the discipline, the profession, and student learning and/or research as applicable to the assigned duties of the individual.
5. The Chair/Director letter should be accompanied by the candidate's curriculum vitae.
6. The nomination for Meritorious status is subject to final approval by the Dean. The Dean will send a letter notifying the individual of the decision with a copy to the Office of the Provost (Senior Vice Provost).
6. Appointments to Meritorious status shall be reported through appropriate channels for personnel changes to the Human Resources Director of CBCS.
7. Meritorious status removal procedures occur when the College Dean/Provost consults with the department chair/school director and faculty in the relevant department. Notice of the decision must be in writing by the Dean or Provost to the title holder. A written appeal may be made by the title holder to the Dean or Provost within one month of the written removal statement being received by the title holder.

Benefits for Meritorious Faculty

1. **Retired Meritoriously individuals enjoy all benefits accorded other retired faculty at USF. These include:**
 - At the discretion of the chair/director and on the basis of available resources, access to

departmental resources, including office and laboratory space, and such other departmental resources normally made available to faculty.

- A retired faculty member identification card.
- Faculty privileges at the library.
- A USF e-mail account and access to the internet.
- Listing in the University directory.
- Eligibility for membership in the USF Club and the Campus Recreation Center.
- Eligibility for purchase discounts on items sold at USF, subject to availability and external vendor contracts.
- Eligibility for discounts for recreational facilities, athletic events, and other performances and exhibitions.
- Purchase of semester or year-long parking decals.

2. **In addition, Retired Meritoriously faculty, at the present time, are accorded special privileges. These include:**

- Assuming continued engagement with the department, listed on the department/school website. [Note: Departments may choose to list any retired faculty who remain actively engaged in the life of the department.]
- Participation in faculty meetings and departmental committees, subject to individual department's bylaws.
- One-day parking in the Green Lots on an as needed basis, subject to any university regulations concerning use of this privilege. Daily permits may be requested from the CBCS Director of Human Resources one week in advance.
- Participation in academic processions (graduations, convocations, etc.) as members of the platform party, Marshall, or other role as determined appropriate in departmental guidelines.

Note: Costs associated with privileges in Item 3 will be the responsibility of the College of Behavioral & Community Sciences.

Use of Title

The designation as "retired meritoriously" is unique to the College of Behavioral & Community Sciences at USF. It is important to use the exact terminology when referring to the honor so as to avoid confusion with other USF designations and benefits for faculty such as emeritus, distinguished professors, etc.

Review by Vice Provost Smith, July 11, 2017

Approved by CBCS Faculty Council, October 16, 2017

Approved by Dean Serovich, October 20, 2017; updated 1/29/2019