

## UW-MADISON RETIREMENT ASSOCIATION Guide to Emeritus Status

As you prepare for retirement, something worth pursuing is emeritus status. It can be one way of maintaining a connection to the university community.

Since university staff have not been eligible for emeritus status as long as academic staff and faculty, you should have a conversation with your supervisor and/or department administrator to learn more about your ability to attain emeritus status. The process for achieving emeritus status and its requirements are the same for university staff as they are for academic staff and faculty.

A UW-Madison Retirement Association priority is to inform retirees that they may be eligible to receive emeritus status, even retroactively in some cases. This guide describes emeritus status, its privileges, and the requirements to attain it. **It is recognized that there is no expectation that ALL retiring staff and faculty will receive emeritus status.** However, if you feel you meet the requirements, you are encouraged to speak to the department chair, personnel representative, or supervisor about it.

### What is emeritus status?

Emeritus status is an honorary designation conferred upon retirees to recognize their contributions and accomplishments over their university careers. **It is available to academic staff, university staff, and faculty.** You are encouraged to consider seeking department or unit support for emeritus status while you investigate retirement options. Further information is available online: [kb.wisc.edu/ohr/policies/page.php?id=53068](http://kb.wisc.edu/ohr/policies/page.php?id=53068).

### Do you meet these requirements?

- Have ten or more years of distinguished service at the University of Wisconsin-Madison
- Be (or have been) a permanent employee of the University of Wisconsin-Madison who is eligible to activate an annuity from the Wisconsin Retirement System (WRS)

### Process:

Talk to your supervisor or former supervisor, or the department chair or administrator, or the division director or dean, or the division personnel representative to discuss your eligibility and department support for submitting a request. Recommendations for emeritus status typically begin at the department level and proceed through the Dean's Office to the Chancellor. Recommendations may be submitted at any time and must include the following:

- A narrative summary citing your professional accomplishments and record of university service
- Expected date of retirement (copy of retirement letter)
- Dean approval

**What are the privileges available for emeritus staff and faculty (certain restrictions may apply)?**

- Certificate of Recognition signed by the President of the Board of Regents, the Chancellor, and either the Secretary of the Faculty, the Secretary of the Academic Staff, or the Secretary of the University Staff
- University identification card, which allows access to university libraries, recreational and other facilities
- Information technology tools, including email
- Listing in the UW-Madison electronic directory
- Wisconsin Union membership at a reduced rate
- A free Value Pass—authorized for 24 parking sessions—that will provide access to parking in most of the campus gated garages
- Madison Metro pass, for the same fee current employees pay

In addition, current technology for personnel data makes it more likely that names and addresses of emeriti will be available in the university database and directory than those of retirees who do not hold this status.

This guide was compiled using language from the UW-Madison policies and procedures regarding emeritus status and prepared by Debbie Lauder and Nan Kunde Long on behalf of the UWRA Ad Hoc Committee on Increasing Membership and Involvement of Classified Retirees. January 2013. Updated April 2013, October 2014, and August 2015.

---

The UW-Madison Retirement Association (UWRA) can be a resource for you as you explore new opportunities in retirement. Established in 1999, the UWRA's mission is to promote the interests, health, and welfare of its members through a diverse program of activities and information, to facilitate their support of the University and the surrounding community through volunteer initiatives, and to maintain liaison with relevant University and community organizations. For further details about the program and activities of the UWRA, please visit [uwra.wisc.edu](http://uwra.wisc.edu).