**School of Accountancy Procedure for Making a Recommendation   
for the Award of Emeritus Status.**

Background.

Board of Regents Executive Policy E9.209 (September 1990) provides for the awarding of emeritus status for retired faculty. The guidelines provide in part that:

III A.1 Persons retired from the University with the rank of full professor or its equivalent at a baccalaureate campus, or instructor V rank at the community colleges, and who have five or more years of service at that rank are eligible for emeritus status.

III B Since it [emeritus status] is an honor bestowed, not applied for, no documentation is expected or required.

The UH Manoa Guidelines for Requests to Award Emeritus Title provide in part that:

The request for emeritus title should be made after the retirement date and include the recommendation of the nominee's department and the Dean/Director.

In the context of these guidelines as they apply to the SOA “department” refers to the School of Accountancy and “Dean/Director” refers to the Dean of the Shidler College. The Manoa guidelines provide no guidance on how the department will make its recommendation. That being the case, the SOA adopts the following procedure.

**Procedure**

The recommendation of the School of Accountancy faculty on emeritus status for retired (retiring) faculty will be made only after the opportunity is provided to all full-time faculty members to voice their recommendations, for example, via an anonymous vote of full-time faculty that provides an opportunity for their written comments. The full-time faculty are encouraged to consider retired (retiring) faculty worthy of emeritus status if he/she has been a contributor to accounting education and research as indicated by the following:  
  
1. Received a University of Hawaii or Shidler College research or teaching award.  
  
2. Held an endowed chair.  
  
3. Served on one or more Ph.D. committees within five years of retirement.

Exceptions. On an exception basis, Deans and Directors may propose emeritus status for retired faculty who do not hold rank 5 status or lack the required 5 years. This request should be accompanied by the recommendations of the department and Dean, and a curriculum vitae if appropriate. Each case will be considered separately on its merits, and if Chancellor concurs, will be transmitted to the Board of Regents as an exception to BOR policy.

If SOA faculty members do not meet the criteria above, they will vote by secret ballot on whether or not to recommend the award of emeritus status. If the majority of the faculty voting recommends that emeritus status be awarded, the SOA Director will notify the Dean that the SOA faculty recommends that emeritus status be awarded. If most of the faculty voting recommends that emeritus status not be awarded, the SOA Director will notify the Dean that the SOA faculty recommends that emeritus status not be awarded. If there is an equal number of faculty recommending for and against awarding emeritus status, the SOA Director will notify the Dean that the SOA faculty declines to make a recommendation. The voting will be conducted in such a way that all faculty members, including those traveling and those on sabbatical leave, have an opportunity to vote. The vote should be conducted during the on-duty period.