

PROCEDURES FOR APPOINTMENT OF EMERITUS LIBRARIANS LAUC-B

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I. Eligibility

Under APM 120, Librarians are eligible for Emeritus status upon retirement if they meet three requirements, as outlined in APM-120-10 "Criteria":

- A. at least 10 years of University of California service;
- B. attainment of the highest rank in the individual's title series (i.e., Librarian); and
- C. evidence of noteworthy and meritorious contributions to the educational mission and programs of the University.

The title suffix Emeritus for non-Senate appointees may be conferred by the appropriate Vice President or Chancellor [APM 120-24(b)].

II. Nomination Procedures

- A. The nomination shall be initiated by the candidate, the candidate's review initiator, or by any member of the Librarians Association of the University of California. It shall be accompanied by a signed statement from the librarian stating intention to retire on a given date, or the date of retirement. The nomination should be submitted a minimum of four weeks prior to the date of retirement. [Note: the actual conferral of Emeritus status may come after the employee's retirement commences.]
- B. The candidate shall prepare a file consisting of the *Biography for Academic Personnel*, and an outline of the noteworthy and meritorious contributions achieved during her/his career.
- D. The file shall include a letter, addressed to the Chancellor, through the University Librarian, Dean or Director. The letter should cover the points mentioned in Section I, above, providing a brief history of University employment and an explanation of how the criteria set forth in APM 120-10 have been fulfilled.
- E. The file shall then be submitted to the University Librarian. The University Librarian shall submit the file with her/his recommendation to the Vice President or Chancellor for approval.

III. Conferral

The Vice President or Chancellor will notify the nominee in writing of the conferral of the title suffix Emeritus.

IV. Privileges

Emeritus librarians shall have all the Library privileges of emeritus non- Senate faculty, and any other benefits that are agreed upon by LAUC-B and the University.

V. LAUC Membership

Retired librarians are recognized in the LAUC Bylaws, Article III, Section 4, as affiliate members. "Affiliate members may participate in general meetings of the Assembly, but may not make motions, nominate candidates, become officers, serve on committees, be eligible for research and professional development funds, or vote."