UH, John A. Burns School of Medicine
Request for Emeritus Title

September 17, 2014

The emeritus title is an honor bestowed to well-qualified and eligible faculty by the Board of Regents (BOR) upon recommendation of the Chancellor and President. Executive Policy E9.209 (September 1990), outlines the current guidelines in awarding the title to retired rank 5 Manoa faculty, including eligibility criteria and privileges.

Eligibility:

Faculty who have retired from UH Mānoa with five (5) or more years of full-time service at rank 5 are eligible.

Privileges:

1. Lifetime library privileges.
2. Awardee may be invited to participate in commencement and other formal ceremonies (at the discretion of the college or department).
3. May be included in such publications as the college catalog or on department stationary.
4. Office space and parking privileges dependent on available resources (at the discretion of the institution).

Documents to Submit:

An individual may be awarded only one (1) emeritus/emerita title from the University. The request for emeritus tile should be made after the retirement date and include the recommendation of the nominee’s department and the Dean/Director. The following must be included with each request and submitted to JABSOM HR:

1) memo addressed to the Dean from the Department Chair (see Example), which includes the following:
   - The length of time the faculty has been employed by the department.
   - Effective date when the faculty obtained rank 5 status.
   - Effective date of the faculty’s retirement status.
   - Summary of career achievements that includes explanation of fields or works for which individual has established his/her professorial (or administrative) reputation.
   - The recommendation by the faculty of the department and Chair for the Emeritus request and a tally of votes (e.g. 10 for and 1 against)
2) copy of signed Payroll Notification Form (PNF) reflecting the effective date when the faculty obtained service at rank 5;
3) copy of signed PNF showing the retirement status and date;
4) emeriti candidate’s most current mailing address;
5) updated curriculum vitae;
6) Request for BOR Confirmation of Emeritus/Emerita Title Award spreadsheet

**JABSOM Submittal Deadlines:**

Upon the Chancellor’s concurrence, requests will be forwarded to the President biannually for consideration at the March and September BOR meetings. Therefore, we have designated the following JABSOM submittal deadlines as follows:

- **October 1st** for consideration at the March BOR meeting
- **April 1st** for consideration at the September BOR meeting

**Approvals:**

Upon the BOR approval for the award of the emeritus status, the Chancellor will send a letter to the awardee explaining the campus privileges associated with the emeritus status.

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These guidelines were created based on the UH Mānoa Guideline for Requests to Award Emeritus Title.

References:

UH Mānoa Guidelines for Requests to Award Emeritus Title (Robert Bley-Vroman, Interim Chancellor memo dated September 3, 2014)

Executive Policy, E9.209, Awarding of Emeritus/Emerita Title (October 2013)
MEMO

To: Jerris R. Hedges, M.D., M.S., M.M.M.
Dean, John A. Burns School of Medicine

From: Department Chair’s Name
Department of ____________________

SUBJECT: Request for Emeritus status for _______________, Professor,
Department of ____________________

John Doe, M.D., Professor of Pediatrics is retiring September 1, 2001 after 30 years of service at the University of Hawaii. I wish to request that Dr. Doe be awarded the title of Emeritus Professor. Dr. Doe joined the faculty of the School of Medicine August 1, 1971 after completing nine years on the faculty at the University of Southern California, where he was tenured Associate Professor of Pediatrics. Dr. Doe was originally recruited to direct the Children’s Hospital and to develop a program in Adolescent Medicine. In 1972, he became director of the Pediatric Residency Training Program. In July 1973, when JABSOM became a four year MD degree granting school, Dr. Doe was promoted to the rank of Professor and appointed Chairman of the Department of Pediatrics. He received tenure at the University of Hawaii in 1983.

Dr. Doe was responsible for developing the Department of Pediatrics, for recruiting new faculty and overseeing the expansion of this department which became one of the strongest clinical departments in the School of Medicine. When he took over as program director of the Pediatric Residency Program, the program was on probation. Since his appointment, the residency not only received full accreditation by the RRC, but has achieved a national reputation over the years for its training in Primary Care Pediatrics. In 1975, Dr. Doe also became Director of the Pediatric Medical Student Clerkship.

Dr. Doe remained as Chairman of the Department of Pediatrics and Residency Program Director for twenty-four years until March 1997. In December 1996, he became Interim Dean of the School of Medicine until November 1, 1999.

While at the University of Hawaii, Dr. Doe has been a member of the Executive Committee, the Student Standing and Promotions Committee (including a two year as Chair), the Clinical Chairs Committee, the MD Committee, the UH Faculty Senate, the Special Events Committee, a Chair PBL Unit 5 for four years, the Admissions Committee and the Evaluation and Remediation Committee for PBL.
Dr. Doe has been a member of the American Board of Pediatrics since 1978, first as an Oral Examiner, a chair of the Behavioral Pediatric Subcommittee, Chair of the Written Certifying Examination Committee, Chair of the Credentials Committee and a Director of the Board for a six year term.

He has been a member of the American Academy of Pediatrics, a member of the Committee on Youth, the Section on Adolescent Health and the Child Development Section. He is a charter member of the Society for Adolescent Member, a member of the Executive Committee of the SAM and President of the Society in 1981. He is a member of the AMA, the Hawaii Medical Association, the American Pediatric Society, the Ambulatory Pediatric Associate and the Western Society for Pediatric Research.

Dr. Doe is Board Certified in Pediatrics and certified by the SubBoard in Adolescent Medicine. Still active in student teaching, he continues to hold week tutorial sessions on Pediatric Growth and Development and common Problems in Pediatrics, and makes weekly Saturday Morning Teaching Rounds. He is a Medical Student and a Pediatric Resident Advisor. He has made significant contributions to this school and its development over the years and has been a devoted supportive faculty member.

On (Date), the department faculty reviewed and recommended John Doe, M.D. for the Emeritus title. There were a total of ____ faculty members that were given the opportunity to vote: ____ for, ____ against and ____ abstained. Therefore, I strongly recommend Dr. Doe for the emeritus title.