Policy
1. The conferring of Honored Retiree status is done in recognition of excellence in contributions to UW-River Falls. It is not granted automatically upon retirement.
2. The conferring of Honored Retiree status is based on a minimum of 15 years of service at UW-River Falls and on the quality of the service given.
3. The individual must be retired from UW-River Falls.
4. Exceptions to these criteria are possible if there is significant support of circumstances.

Authority
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The ACBF is responsible for the administration of this policy. To request an exception to this policy, mailto: administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure
1. The academic unit or department nominates the prospective person.
2. The Dean, Director or Department Head comments on the recommendation and, if approves, forwards the nomination to the Provost/Vice Chancellor for Academic Affairs or Assistant Chancellor for Business and Finance.
3. The Assistant Chancellor also comments on the recommendation and, if approves, forwards the nomination to the Chancellor.
4. The Chancellor awards Honored Retiree status based on the recommendations of the academic unit or administrative department, the Dean, Director or Department Head and the Provost/Vice Chancellor for Academic Affairs or Assistant Chancellor for Business and Finance.
5. Upon final approval, a letter will be sent from the Chancellor to the individual indicating the privileges which come with Honored Retiree status. Appropriate departments will be copied on this letter (Campus Card Office, Parking, IT, Communications Studies/Theater Arts, HR, and appropriate unit, Dean, Provost/Vice Chancellor for Academic Affairs or Assistant Chancellor for Business and Finance.)

NOTE: The benefits and privileges identified in the Overview Document may be revoked or adjusted by Administration upon periodic review. Any changes in benefits and privileges will be clearly communicated to the University community.

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University Responsibilities
Chancellor
Provost/Vice Chancellor for Academic Affairs
Assistant Chancellor for Business and Finance

Department/Unit Responsibilities
Dean, Director or Department Head

Background
Benefits/privileges bestowed on the individual achieving Honored Retiree status will be reviewed periodically.
Currently, they include:
1. Complimentary parking permit, upon request, renewal every three years.
2. Campus ID with all the features it currently contains--use of library, purchase of tickets for sporting events at reduced rates, use of the Knowles facility and purchase of Falcon Dollars.
3. Complimentary theater tickets, upon request.
4. The retention of an e-mail address at UWRF.
5. The invitation to participate in all-University social affairs and other functions.

Contact
To direct questions about this policy, mailto: administrative-policy@uwrf.edu.