

## **POLICY FOR RECOGNITION OF ALVAREZ COLLEGE OF BUSINESS RETIREES**

The purpose of this policy is to establish a procedure for acknowledging the contributions of faculty members and their dedication to educating our students, advancing discovery and knowledge, and engaging with our campus and business communities. When an Alvarez College of Business (ACOB) faculty member retires, the ACOB aspires to recognize these faculty who have invested a significance portion of their careers to the college.

### *Guidelines*

In the spirit of ensuring that employees who are retiring receive respectful recognition and appreciation for their service, the following guidelines are offered to assist in planning appropriately for such recognition.

- A Retirement/Recognition celebration will be held annually each spring
- Retirees who inform the Dean's Office of their intention to retire by April 1 will be honored in that spring's ceremony
- All COB faculty and staff will be invited to attend this event
- Close family members of the retirees will also be invited
- Celebration will be organized by the Office of the Dean
- Gifts/awards will be presented to retirees in accordance with UTSA's accounting procedures and IRS requirements for nontaxable gifts and at the discretion of the Dean

### *Eligibility*

For the purpose of this policy, a "Retiree"<sup>1</sup> is a

- Tenured faculty member who willfully ends her/his employment with the ACOB after 10 years of employment with the college.
- Full-time, Fixed-Term Track (FTT) faculty member who willfully ends her/his employment with the ACOB after 10 years of employment with the college.
- Part-time, FTT faculty member who willfully ends her/his employment with the ACOB after 10 years of employment (multi-year) and taught one or more courses during each academic year.

### *Gifts/Awards*

Retirement gifts and procedures will be in accordance with University of Texas System HOP 2.1.2<sup>2</sup>, Regents' Rules and Regulations 20101 and 20205, and UTSA Financial Affairs "Employee Awards, Gifts and Prizes" document<sup>3</sup>. In accordance with the ACOB *Guidelines* above, retiring ACOB faculty will be recognized and/or provided a gift at the discretion of the ACOB Dean.

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<sup>1</sup> Faculty (Tenured or FTT) that do not meet the 10-year mark may self-request to be recognized or another faculty member can request they be recognized. The decision to recognize that faculty member will be at the discretion of the Dean.

<sup>2</sup> University of Texas System HOP policy: <https://www.utsystem.edu/sites/policy-library/policies/hop-212-entertainment-expenses-and-guidelines-other-uses-of-institutional-gift-funds>

<sup>3</sup> UTSA policy: <https://www.utsa.edu/financialaffairs/resources/financial-guidelines/0705.html>