

Proposed Process for Becoming Emeritus/a (3/9/2017)

Eligibility and Criteria

Upon retirement, a university professor, full professor, or associate professor who has been a tenured member of the University Faculty for ten or more years may be considered for emeritus/a status.

Awarding the title of university professor emeritus/a, professor emeritus/a, or associate professor emeritus/a shall be based upon the career contributions of the candidate through a combination of teaching, research, advising, administration, and outreach. An overall record of meritorious service to the university is expected.

From the title point of view, we are recommending that “emeritus” and “emerita” be used as modifiers just like “adjunct” or “visiting”. The [Faculty Handbook](#) offers details about titles and modifiers. Thus, a retired associate professor is eligible for the title of “associate professor emerita” or “associate professor emeritus”.

The point of identifying these five areas of contributions is to encourage a broad view of what we mean by “meritorious service to the university.” Faculty contribute in many different ways over the course of their careers. There is no formula for emeritus/a status any more than there is a formula for tenure.

Process

The candidate supplies a curriculum vita to the department chair together with a cover letter that includes the date of retirement and a request to be considered for either emeritus or emerita status.

The request is reviewed and voted upon by the full professors in the candidate’s department. The result of the vote and the chair’s recommendation to either approve or deny emeritus/a status is communicated to the dean of the candidate’s college. The dean reviews the dossier and makes a recommendation to the provost.

If either the dean or chair recommendation is negative, then the candidate is so informed by the provost and given the opportunity to respond in writing within sixty days. The final decision to approve emeritus/a status is made by the provost, perhaps in consultation with the dean of faculty and others.

As much as possible, the CV should relate the full history of the candidate’s contributions though teaching, research, administration, advising, and outreach. It is not necessary to document every single talk or the names of every single freshman advisee. The cover letter can also be used to explain career contributions.

There are two reasons having a uniform policy of just having full professors s vote: (a) A candidate requesting emeritus/a status may not be comfortable having the dossier reviewed by colleagues who have a lessor rank. (b) Leaving the who-can-vote decision up to the individual departments means that 90+ units must codify their policy and do so in advance of their next emeritus/a case.

In the event of a joint appointment, the lead department handles the emeritus/a process in full consultation with the other units.

The candidate should hear back from the provost after at most two months.