

Faculty Emeritus/Emerita Designation

Background

APS 5060 Faculty Appointments, Appendix A. Faculty D.1. "Emeritus/Emerita is an honorary designation awarded upon retirement to faculty with a record of strong contributions to the university. Faculty are nominated for emeritus/emmerita status by their department and approved by the dean, provost, and chancellor. The emeritus/emmerita designation is added to the title/rank held by the faculty member at the time of retirement."

Retiring faculty members may be nominated and considered during the year prior to the date of retirement. Retired faculty members may be nominated and considered at any time following the date of their retirement.

Procedures

1. The recommendation for emeritus/emmerita status shall be made in accordance with faculty review procedures and evaluation criteria. The standards associated with each academic rank shall be used in the review process. If, for example, the designation is to be requested for a full professor, the standards for full professor shall be used in the evaluation process.

The retired or retiring faculty member, or any member of the faculty on behalf of the retired or retiring faculty member, may submit a written request for emeritus or emerita designation, along with a short vita, to the chair of the primary unit.

2. Upon receipt of the written request, the faculty of the primary unit shall assess the contributions of the retiree and after considered judgment and review by the committee, the chair of the primary unit shall forward the short vita and a positive or negative recommendation in writing as expeditiously as possible to the college dean. The chair of the primary unit shall also provide a copy of the recommendation to the faculty member.
3. The dean shall forward the short vita and a positive or negative recommendation in writing as expeditiously as possible to the Provost and Executive Vice Chancellor for Academic Affairs (Provost).
4. The provost shall forward the short vita and a positive or negative recommendation in writing as expeditiously as possible to the Chancellor.
5. The Chancellor shall forward a positive or negative recommendation in writing as expeditiously as possible back to the provost. The Chancellor's decision is final. The provost shall provide copies of the recommendations and final decision to the faculty member with copies to the dean. The original recommendation letters are retained in the faculty member's official personnel file. A positive recommendation for the emeritus/emmerita designation is tracked on the delegated campus report.
6. If the Chancellor approves the designation of emerita or emeritus, the effective date may be no earlier than the day following the faculty member's retirement date.
7. A retired or retiring faculty member who is not awarded the title of emeritus or emerita shall continue to be eligible to receive any and all other benefits provided to retired faculty.