

Name of Process:	Emeritus and Emerita Appointments		
Created By:	Office of the Provost	Last Updated By:	K. Sanford
Date Created:	7/11/23	Last Revision Date:	3/8/24
Related Policies and Procedures:	Faculty Handbook 4.1.10		
Process Purpose:	The purpose of the Emeritus and Emerita Appointments Process is to outline the process by which faculty are awarded emeritus and emerita status, as well as the steps to communicate this status to various stakeholders.		
Process Definitions:	Emeritus/Emerita: holding after retirement an honorary title corresponding to that last held during active service.		

1. Deans submit nominations to the Provost via a Google form on the Office of the Provost website. The pertinent information to be included in this form:
 - a. A memo from the Dean addressed to Provost that includes why the individual should receive the emeritus/emmerita status.
 - b. A memo from the college department chair nominating the individual for emeritus/emmerita status.
 - c. A curriculum vitae (CV) for the individual seeking emeritus/emmerita status.
2. The Vice Provost for Faculty Affairs reviews and approves the request.
3. The Provost reviews and approves the request.
4. Approval is communicated to the requesting individual and college via letter drafted by the Office of the Provost and signed by the Provost.
 - a. The individual awarded emeritus/emmerita status receives both an electronic and hard copy letter.
 - b. Copied on the letter are the following: President, Provost, College Dean, College Department Chair, and HR Systems Administrator.
5. The Board of Trustees are notified of the award of emeritus/emmerita status at the following Board of Trustees meeting.

*Note: If the faculty member holds a named professor or named chair appointment, they retain their named professor status, with the addition of “Emeritus/Emerita” as part of the title (e.g. Unidel John Smith Chair Emeritus of Health Sciences).