



POLICY AND PROCEDURE

TITLE:	Professor Emeritus
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POLICY STATEMENT:

The Provost and Dean of Faculty may confer the title of Emeritus upon any retiring professor (after a minimum of twenty years of full-time service) who has given honorable and distinguished service to the University. The title will follow the regular professional title, such as Associate Professor of Health Science, Emeritus.

PROCEDURE DETAILS:

A faculty member who has served the University with distinction over a period of twenty or more years may be awarded the title of Emerita or Emeritus (all referred to herein as Emeritus faculty) upon retirement. A petition for exceptional circumstances may be submitted by the Faculty Senate for faculty members who have served the University with distinction for less than 20 years.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

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| ☐ UNIVERSITY CATALOG | ☐ STAFF HANDBOOK |
| ☒ FACULTY HANDBOOK | ☐ STUDENT HANDBOOK |

DEFINITIONS:

Emeritus faculty will maintain an identification card entitling them to the following University privileges:

- Full access to the library facilities, including access to computer resources in the library and faculty lounges
- A parking permit
- Attendance at graduations in full regalia
- Listings in the University catalog, faculty directory and website as emeritus faculty
- Continued access to the University email account
- Faculty profile on Faculty and Staff webpage
- Faculty rights and privileges in attending the University's social, cultural, and athletic events
- When an emeritus faculty member is employed by the University, whether as a post-retirement part-time teacher or in another capacity, the provisions of the appointment shall prevail.

I. N 1. Nominations and Appointments

- A. A faculty member must be nominated by Faculty Senate.
- B. Previously retired professors must apply to or become nominated by the Faculty Senate.
- C. All nominations should be forwarded to the Cabinet with final approval by the president.
Decisions by the Cabinet to not forward a nomination to the president for emeritus status shall not be subject to appeal.
 - a. Recommendations should be received by the Faculty Senate at least eight weeks prior to the end of the nominee's last semester with the University. Previously retired professor applications may be submitted to the Faculty Senate by September 30.

2. Approvals/Appointments

- A. The Cabinet will deliver the recommendations to the president to either confer or not confer emeritus status.
- B. This recommendation is not subject to appeal.
- C. Upon verification of the eligibility status as stated above, the president may grant the rank/status of emeritus (professor/associate professor/assistant professor).

II. Emeritus Benefits

- 1. A parking permit.
- 2. A University identification card.
- 3. Full access to library facilities, including access to computer resources in the library.
- 4. Full access to the faculty lounge and the copier, computers located within the lounge.
- 5. Attendance at graduation and convocation, including marching in full regalia with the other members of the faculty member's academic discipline.
- 6. Listing in the University catalog, directory and website as emeritus faculty.
- 7. The emeritus title provides no stipend.
- 8. Access to the University email account.
- 9. Faculty rights and privileges in attending the University's social, cultural, and athletic events.

FORMS AND INSTRUCTIONS:

- 1. A summary statement of desire to become Professor Emeritus, and
- 2. Detailed faculty CV; and
- 3. Statements of support from current faculty members and other statements in support of the nomination; and
- 4. A written citation on behalf of the nominee of no more than two pages in a style suitable for reading at a conferral ceremony (e.g., at community day).

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Office of Provost and Dean of Faculty

HISTORY:

Created September 2012

Approved by Faculty Senate November 2012

Approved by Academic Affairs December 2012

Approved by Cabinet January 2003

Signed by President 2013

Reviewed February 2016

Reviewed and Revised January 2020

Revised July 2025

EFFECTIVE DATE:	January 14, 2003
RESPONSIBLE OFFICE (ONLY ONE):	Office of Provost and Dean of Faculty
REVIEW DATE:	Annually