

PROCESS FOR APPOINTMENT OF EMERITUS STATUS

Here are the steps for Main Campus Faculty in being granted Emeritus status (Note: *Health Sciences Faculty have a slightly different, but similar, process*).

1. Department Faculty votes to award Emeritus Status
2. Department Chair fills out the “Emeritus Faculty Nomination Form” and sends it to the Dean for approval
3. Dean approves the form and sends it to the Office for Faculty
4. The AVP for Faculty approves the form on behalf of the SVPAA
5. The Office for Faculty collects the signed forms and adds the names of the potential Emeritus Faculty to the Agenda for Academic Senate notification (*note this is not approval, just notification*)
6. The Office for Faculty adds the names of the potential Emeritus Faculty to the Agenda for Board of Trustees approval
 - a. The Board of Trustees don’t meet every month, so sometimes this takes a while to be approved. It also takes a while if the forms have come in to the Office for Faculty after we’ve already sent in the agenda information to the Board of Trustees – in which case it has to wait until the next Board of Trustees meeting
7. Once the Board of Trustees have approved the Emeritus Status, the Office for Faculty prepares the Certificates and President’s Letters, notifying the Faculty Member they have been awarded Emeritus Status
8. Once the President’s Letter has been distributed, the Faculty Member’s Department Admin and/or the U’s Retirements Team will initiate a personnel action (ePAF) using the President’s Letter as documentation – the action will be initiated by the Department Admin if the Faculty Member has already retired, and will be initiated by the Retirements Team if the Faculty Member’s retirement date has not yet happened.

The entire process generally takes between 2-4 months. If there is a specific date by which Emeritus Status needs to begin and a certificate received, the nomination requests should be submitted as early as possible. (For example, to guarantee that a certificate is received in time for May graduation ceremonies, we recommend the request be submitted to the Office for Faculty by mid-February).