

## Provost's Guidelines for Submitting Emeritus/Emerita Requests

These guidelines are designed to provide consistency in the way that Emeritus/Emerita requests are submitted to the Provost's Office. These guidelines also ensure that the *Faculty Handbook* requirements are met for these requests.

As stated in the *Faculty Handbook*, Chapter 3, "Emeritus Status Policy and Procedures," Emeritus status is awarded upon retirement from the university after a minimum of ten years of meritorious service. Either the faculty member or the unit head can request emeritus status consideration with the concurrence of the dean.

The *Faculty Handbook* requires that the dean (not the faculty member or the department head/chair) provides information and a recommendation concerning the faculty member's eligibility to the provost. The information the dean provides must include the results of a vote on the awarding of emeritus status taken from all departmental faculty.

The Provost requests:

- 1) that the vote be conducted by secret ballot and that the vote be reported as number of faculty supporting emeritus status, number of faculty opposing emeritus status, number of abstentions, and the number of any faculty that did not vote
- 2) that the dean's recommendation include the specific emeritus title being requested (e.g. Professor Emeritus)
- 3) that the unit head/chair/director's support (if applicable) be clearly reported in the dean's recommendation
- 4) that the dean's support be clearly reported in the dean's recommendation
- 5) that the dean's recommendation include, as an attachment, the faculty member's most recent available CV

The dean's recommendation and supporting materials are to be sent to the Provost's Office.