



<b>STANDARD OPERATING PROCEDURE:</b>		GRANTING OF EMERITUS STATUS TO RETIRING FACULTY	
DEPARTMENT:	Deans Office	AUDIENCE	Select intended audience
ADMIN UNIT:	Select administrative unit	REVISION #	Click to update
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- SOM Dean’s Office Standard Operating Procedure**                       **SOM Dean’s Office Policy**

**CONTEXT:**

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**WHAT IS THE PURPOSE OF THIS POLICY or PROCEDURE:**

**To outline the process for a department chair to request emeritus status for a retiring faculty member**

**WHEN IS THIS POLICY or PROCEDURE APPLIED:**

When a department chair wishes to request emeritus status for a retiring faculty member.

**ARE THERE EXCEPTIONS TO NORMAL WORKFLOW FOR THIS PROCEDURE:**

N/A

**DEFINITIONS:**

NA

**REFERENCES:**

Provost Policy 018: Emeritus Faculty

**POLICY / PROCEDURE:**

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**Background:** In accordance with Provost Policy 018: Emeritus Faculty, faculty who hold the rank of Associate Professor or Professor may be eligible for emeritus status upon retirement. Granting of emeritus status requires the support of the faculty member's chair, the Dean of the School of Medicine, and the Provost.

**Timeline:** The process begins when the retiring faculty member's department determines they are eligible for emeritus status.

**Process:**

1. The retiring faculty member submits their signed retirement letter to their chair. The letter must include a specific intended date of retirement, and should include the request for emeritus status. The chair must accept the date of retirement in writing (this can be a formal letter or via email).
2. If the chair supports the awarding of emeritus status, the department should review Provost Policy 018: Emeritus Faculty to determine if the faculty member is eligible for emeritus status.
3. If the retiring faculty member is eligible, the chair will write a letter to the Dean of the School of Medicine indicating their support for awarding emeritus status and outlining the retiring faculty member's extraordinary contributions to their department, the School, and/or the University.
  - a. If the chair does not support the awarding of emeritus status or the retiring faculty member is not eligible for emeritus status, no further action is needed.
4. The retirement letter, chair's acceptance, and chair's letter of support, as well as a copy of the retiring faculty member's CV, should be sent to the Office of Faculty Affairs, for the Dean's review.
5. If the dean supports the awarding of emeritus status, the packet will be forwarded to the Office of the Vice Provost for Faculty Affairs for final review and approval.
  - a. If the dean does not support the awarding of emeritus status, a letter will be sent to the retiring faculty member's chair, explaining the dean's rationale.
6. If the awarding of emeritus status is approved by the Provost's Office, the faculty member's retirement and emeritus action will be entered on the Board of Visitors docket closest, but prior to, their retirement date.
  - a. The retiring faculty member will be asked to submit a 500-word bio and high-resolution photo to the Office of Faculty Affairs, for the Board of Visitors' annual retirement dinner.