

**STANDARD OPERATING PROCEDURE: Emeritus Rank**

|                      |                           |                          |                               |
|----------------------|---------------------------|--------------------------|-------------------------------|
| <b>DEPARTMENT:</b>   | Office of the Dean        | <b>REVISION #:</b>       | 1                             |
| <b>ADMIN UNIT:</b>   | Office of Faculty Affairs | <b>EFFECTIVE DATE:</b>   | <a href="#">March 1, 2021</a> |
| <b>AUDIENCE:</b>     | EXTERNAL                  | <b>LAST REVIEW DATE:</b> | <a href="#">March 1, 2021</a> |
| <b>SOP OWNER:</b>    | Ellen Beverly             | <b>NEXT REVIEW DATE:</b> | <a href="#">March 1, 2024</a> |
| <b>SOP APPROVER:</b> | Susan Pollart, MD         | <b>APPROVAL DATE:</b>    | <a href="#">March 1, 2021</a> |

**Purpose**

To request emeritus rank for a retiring faculty member. Nominations can happen any time of year. Departments should submit a nomination no later than three months in advance of a faculty member's retirement date.

**Prerequisites**

- An eligible faculty member has submitted their retirement letter specifying an exact month, day and year of retirement and the chair has accepted it in writing.
- SOM department has keyed the retirement in Workday.
- Faculty member is eligible for emeritus rank per [Provost Policy 018: Emeritus Faculty](#).

**Procedure**

1. The department chair writes an emeritus nomination letter (1-2 pages) to the dean of the School of Medicine indicating their support for awarding emeritus and outlining the retiring faculty member's extraordinary contributions to their department, the School and/or the University.
2. The department sends the retirement letter, chair's written acceptance and chair's letter of support, as well as a copy of the retiring faculty member's CV to Office of Faculty Affairs ([SOMOfficeofFacultyAffairs@hscmail.mcc.virginia.edu](mailto:SOMOfficeofFacultyAffairs@hscmail.mcc.virginia.edu)) for the dean's review.
3. The dean reviews the request and, if supportive, the packet will be forwarded to the Office of the Executive Vice President and Provost for Faculty Affairs for final review and approval. If the dean does not support awarding emeritus rank, a letter will be sent to the retiring faculty member's chair, explaining the dean's rationale.
4. When emeritus rank is approved by the Office of the Executive Vice President and Provost, the faculty member's retirement and emeritus rank will be verified on the BOV docket by the Office of Faculty Affairs.
5. The retiring faculty will receive a letter conferring their emeritus rank from the BOV seven to ten days after the BOV meeting. On the Monday following the board meeting, faculty will be able to visit the Parking and Transportation Office to pick up their Gold Parking Pass.
6. Human Resources enters emeritus rank in Workday.
7. The Office of Faculty Affairs requests the following for the BOV annual retirement dinner celebratory booklet, even if the faculty member is not planning to attend the dinner:
  - A bio (max of 500 words) highlighting:
    - contributions in teaching, research and service;

- professional details, including number of PhD Students advised, book publications, patents or innovations, honors and awards; and
- one or two personal anecdotes, such as family, travels, hobbies or plans for retirement.
- A high-resolution photo (may be formal or candid)

**References**

[Office of the Executive Vice President and Provost Policy PROV-018: Emeritus Faculty](#)

[Faculty and Executive and Senior Administrative University Staff Resignation and Retirement Notice](#)