

PREPARATION OF THE DOSSIER FOR EMERITUS FACULTY

To be delivered to the Office of the Provost on ([check annual date](#)): 1 original hard copy (containing original letters and signatures on the *Proposal for Faculty Promotion/Tenure* form) dossier for each candidate. An electronic dossier should be completed for each candidate at the same time for each candidate under consideration for Emeritus status.

Recommendations of regular senior faculty for appointment to Emeritus rank should proceed in the same fashion as those for senior rank and/or tenure. The dossier must include the items noted in emeritus dossier checklist. The dossier review and approval process for emeritus is the same as the process described for [regular faculty](#).

Although dossiers for emeritus need not be as comprehensive as those supporting faculty who seek tenure or promotion in the regular ranks, evidence of sustained high quality performance throughout a career must be provided as noted in the Faculty Handbook section 301.03 as revised by University Academic Senate on January 27, 2014.

The rank of emeritus may be conferred upon a retiring tenured faculty member or a retiring academic administrator whom the University designates in recognition of the sustained high quality performance shown throughout his/her career. In the case of faculty, this may be demonstrated through (a) sustained, meritorious performance in teaching, scholarship, and service, or (b) sustained overall performance including exceptional accomplishment in one of the three areas. In the case of retiring administrators (dean or above with faculty rank and tenure), sustained quality in the areas of leadership and administrative contributions over a substantial period of time is required. The granting of emeritus status also requires that the recipient has demonstrated a career that is congruent with the University mission.

Faculty members shall have served the University for at least five years. In the case of a retiring administrator, the minimum period of service is five years.