

Guidelines Associated with the Application and Granting of Emerita or Emeritus Status.

Tenured faculty, academic administrators, and full-time participating faculty who over their careers have meaningfully contributed to the University should ordinarily be able to retire with promotion to the rank of emerita or emeritus. Such a promotion, however, neither confers nor diminishes a property or contract right of a retiring or retired faculty member or administrator, and the President's decision with regard to an emerita or emeritus candidacy shall be final.

1) Tenured Faculty

a) *Presumption of conferral.* Unless disqualified under (1)(b), and upon application under (1)(c), the rank of emerita or emeritus shall be conferred on a retiring tenured faculty member who has served the University for at least five years in recognition of that faculty member's contributions in teaching, scholarship, and/or service. Absent extraordinary circumstances, application under (1)(c) must be made at the time of applying for retirement or, in the case of a phased benefit under the tenure buyout policy, in the candidate's final year. The rank of emerita or emeritus shall be appended to, and shall not alter, the candidate's academic rank (and title, as appropriate) at the time of application.

b) *Disqualification.* The rank of emerita or emeritus shall not be conferred on a faculty member:

i) Whose reappointment has been suspended or terminated. If a faculty member's reappointment is in the process of being suspended or terminated, the decision regarding emeritus status will be held in abeyance until such a time as the outcome of the case has been determined.

ii) Who has intentionally failed or refused to perform a substantial part of any assigned duties or who has engaged in a pattern or serious act of illegal, immoral, dishonorable, irresponsible, or incompetent conduct.

The foregoing shall be the sole grounds for disqualification; colleges, schools, and departments shall impose no other standards or restrictions on candidates. In addition, the foregoing shall not limit the authority of the President, who, with the advice of the Provost and the University Committee on Faculty Promotions and Tenure, may confer the rank of emerita or emeritus on a faculty member who might otherwise be disqualified under (1)(b).

c) *Application and Review Process.* Dates are determined based on whether an application for promotion to emerita or emeritus status is received prior to 4:30pm on December 1 (deadline for those intending to leave the university after the subsequent spring term) or received prior to 4:30pm on February 1 (deadline for those intending to leave the university after the subsequent fall term). If February 1 or December 1 falls on a Saturday or

Sunday, the application deadline shall be the following Monday. If the application is received after the applicable deadlines, the Provost shall have the sole discretion to approve, deny, or defer the application, following consultation with the appropriate Chair and Dean.

For applications received by December 1:

i) By December 1 of a given academic year, a tenured faculty member seeking promotion to emerita or emeritus should provide notice of an intention to seek such promotion. This notice shall consist of a letter to the dean of her or his college specifically requesting such promotion.

ii) By January 2, the faculty member shall submit a current and complete curriculum vitae to the dean of her or his college.

iii) By February 1, the dean shall forward the request and the curriculum vitae to the Provost with a recommendation either to grant or to deny the promotion, accompanied by a statement of the reasons based on the terms of (1)(a) and/or (1)(b). In the case of a recommended denial, this statement must be thorough, with documentation, and must address the specific ground(s) for disqualification under (1)(b).

iv) By March 1, the Provost shall take one of the following actions:

A) If the dean's recommendation is favorable and the Provost concurs, the Provost shall forward to the President the dean's and the Provost's recommendations, as well as the curriculum vitae and any other documentation; or

B) If the dean's recommendation is unfavorable, or is favorable but the Provost does not fully concur, the Provost shall refer the candidacy to the University Committee on Faculty Promotions and Tenure, which shall meet to review and vote on the candidacy, after which the Provost shall then forward to the President the dean's recommendation, the Committee's vote and record of deliberations, and the Provost's recommendation, as well as the curriculum vitae and any other documentation.

For applications received by February 1:

i) By February 1 of a given academic year, a tenured faculty member seeking promotion to emerita or emeritus should provide notice of an intention to seek such promotion. This notice shall consist of a letter to the dean of her or his college specifically requesting such promotion.

ii) By March 1, the faculty member shall submit a current and complete curriculum vitae to the dean of her or his college.

iii) By April 1, the dean shall forward the request and the curriculum vitae to the Provost with a recommendation either to grant or to deny the promotion, accompanied by a statement of the reasons based on the terms of (1)(a) and/or (1)(b). In the case of a recommended denial, this statement must be thorough, with documentation, and must address the specific ground(s) for disqualification under (1)(b).

iv) By May 1, the Provost shall take one of the following actions:

A) If the dean's recommendation is favorable and the Provost concurs, the Provost shall forward to the President the dean's and the Provost's recommendations, as well as the curriculum vitae and any other documentation; or

B) If the dean's recommendation is unfavorable, or is favorable but the Provost does not fully concur, the Provost shall refer the candidacy to the University Committee on Faculty Promotions and Tenure, which shall meet to review and vote on the candidacy, after which the Provost shall then forward to the President the dean's recommendation, the Committee's vote and record of deliberations, and the Provost's recommendation, as well as the curriculum vitae and any other documentation.

2) Academic Administrators

a) *Presumption of conferral.* The rank of emerita or emeritus shall be conferred on a retiring current or former academic administrator (dean or higher) who has served the University for at least five years in recognition of her or his leadership and administrative contributions. Absent extraordinary circumstances, application under (2)(c) must be made at the time of applying for retirement, or in the case of a phased benefit under the tenure buyout policy, in the candidate's final year.

b) *Disqualification.* The rank of emerita or emeritus shall not be conferred on an academic administrator:

i) If currently or formerly tenured at the University, whose appointment record or conduct would be grounds for disqualification under (1)(b)(i) or (1)(b)(ii); or

ii) If not currently or formerly tenured at the University, who has intentionally failed or refused to perform a substantial part of her or his administrative duties or who has engaged in a pattern or serious act of illegal, immoral, dishonorable, irresponsible, or incompetent conduct.

The foregoing shall be the sole grounds for disqualification; colleges, schools, and departments shall impose no other standards or restrictions on candidates. In addition, the

foregoing shall not limit the authority of the President, who, with the advice of the Provost and the University Committee on Faculty Promotions and Tenure, may confer the rank of emerita or emeritus on an academic administrator who might otherwise be disqualified under (2)(b).

c) *Application and Review Process.* Dates are determined based on whether an application for promotion to emerita or emeritus status is received prior to 4:30pm on December 1 (deadline for those intending to leave the university after the subsequent spring term) or received prior to 4:30pm on February 1 (deadline for those intending to leave the university after the subsequent fall term). If February 1 or December 1 falls on a Saturday or Sunday, the application deadline shall be the following Monday. If the application is received after the applicable deadlines, the Provost shall have the sole discretion to approve, deny, or defer the application.

For applications received by December 1:

i) By December 1 of a given academic year, a current or former academic administrator seeking promotion to emerita or emeritus shall submit to the Provost (or, in the candidacy of the current Provost, to the President) a letter requesting such promotion.

ii) By January 2, the candidate shall submit a current and complete curriculum vitae to the Provost (or, in the candidacy of the current Provost, to the President).

iii) For a candidacy of a former Provost or other current or former academic administrator, by February 1, the Provost shall take one of the following actions:

A) If the Provost's recommendation is favorable, the Provost shall forward the candidacy and the Provost's recommendation to the President; or

B) If the Provost's recommendation is unfavorable, or if the Provost remains undecided, the Provost shall refer the candidacy to the University Committee on Faculty Promotions and Tenure, which shall meet to review and vote on the candidacy, after which the Provost will then forward to the President both the Committee's vote and record of deliberations and the Provost's own recommendation. In the case of a recommended denial, the Provost's transmission to the President must address the specific ground(s) for disqualification under (2)(b).

iv) For a candidacy of the current Provost, the President alone shall render a decision but may, in his or her discretion, first refer the candidacy to the University Committee on Faculty Promotions and Tenure, which shall meet to review and vote on the candidacy and then forward its vote and record of deliberations to the President.

For applications received by February 1:

i) By February 1 of a given academic year, a current or former academic administrator seeking promotion to emerita or emeritus shall submit to the Provost (or, in the candidacy of the current Provost, to the President) a letter requesting such promotion.

ii) By March 1, the candidate shall submit a current and complete curriculum vitae to the Provost (or, in the candidacy of the current Provost, to the President).

iii) For a candidacy of a former Provost or other current or former academic administrator, by April 1, the Provost shall take one of the following actions:

A) If the Provost's recommendation is favorable, the Provost shall forward the candidacy and the Provost's recommendation to the President; or

B) If the Provost's recommendation is unfavorable, or if the Provost remains undecided, the Provost shall refer the candidacy to the University Committee on Faculty Promotions and Tenure, which shall meet to review and vote on the candidacy, after which the Provost will then forward to the President both the Committee's vote and record of deliberations and the Provost's own recommendation. In the case of a recommended denial, the Provost's transmission to the President must address the specific ground(s) for disqualification under (2)(b).

iv) For a candidacy of the current Provost, the President alone shall render a decision but may, in his or her discretion, first refer the candidacy to the University Committee on Faculty Promotions and Tenure, which shall meet to review and vote on the candidacy and then forward its vote and record of deliberations to the President.

3) Full-Time Participating Faculty

a) *Presumption of conferral.* Unless disqualified under (3)(b), and upon application under (3)(c), the rank of emerita or emeritus shall be conferred on a retiring full-time participating faculty member who has served the University for at least seven continuous, full-time years (including the year of retirement) in recognition of that faculty member's contributions in teaching, scholarship, and/or service. Absent extraordinary circumstances, application under (3)(c) must be made in the year of retirement.

b) *Disqualification.* The rank of emerita or emeritus shall not be conferred on a participating faculty member who has intentionally failed or refused to perform a substantial part of any assigned duties or who has engaged in a pattern or serious act of illegal, immoral, dishonorable, irresponsible, or incompetent conduct. The foregoing shall be the sole grounds for disqualification; colleges, schools, and departments shall impose no other standards or restrictions on candidates. In addition, the foregoing shall not limit the authority of the President, who, with the advice of the Provost and, if solicited, the

University Committee on Faculty Promotions and Tenure, may confer the rank of emerita or emeritus on a participating faculty member who might otherwise be disqualified under this subsection.

c) *Application and Review Process.* Dates are determined based on whether an application for promotion to emerita or emeritus status is received prior to 4:30pm on December 1 (deadline for those intending to leave the university after the subsequent spring term) or received prior to 4:30pm on February 1 (deadline for those intending to leave the university after the subsequent fall term). If February 1 or December 1 falls on a Saturday or Sunday, the application deadline shall be the following Monday. If the application is received after the applicable deadlines, the Provost shall have the sole discretion to approve, deny, or defer the application.

For applications received by December 1:

i) By December 1 of a given academic year, a participating faculty member seeking promotion to emerita or emeritus shall submit to the dean of her or his college a letter requesting such promotion.

ii) By January 2, the participating faculty member shall submit a current and complete curriculum vitae to the dean of her or his college.

iii) By February 1, the dean shall forward the request and the curriculum vitae to the Provost with a recommendation either to grant or to deny the promotion, accompanied by a statement of the reasons based on the terms of (3)(a) and/or (3)(b). In the case of a recommended denial, this statement must be thorough, with documentation, and must address the specific ground(s) for disqualification under (3)(b).

iv) By March 1, the Provost shall forward to the President the dean's and the Provost's own recommendation, as well as the curriculum vitae and any other documentation. The Provost may first refer a candidacy to the University Committee on Faculty Promotions and Tenure, which shall meet to review and vote on the candidacy, after which the Provost shall then forward to the President the dean's recommendation, the Committee's vote and record of deliberations, and the Provost's recommendation, as well as the curriculum vitae and any other documentation.

For applications received by February 1:

i) By February 1 of a given academic year, a participating faculty member seeking promotion to emerita or emeritus shall submit to the dean of her or his college a letter requesting such promotion.

ii) By March 1, the participating faculty member shall submit a current and complete curriculum vitae to the dean of her or his college.

iii) By April 1, the dean shall forward the request and the curriculum vitae to the Provost with a recommendation either to grant or to deny the promotion, accompanied by a statement of the reasons based on the terms of (3)(a) and/or (3)(b). In the case of a recommended denial, this statement must be thorough, with documentation, and must address the specific ground(s) for disqualification under (3)(b).

iv) By May 1, the Provost shall forward to the President the dean's and the Provost's own recommendation, as well as the curriculum vitae and any other documentation. The Provost may first refer a candidacy to the University Committee on Faculty Promotions and Tenure, which shall meet to review and vote on the candidacy, after which the Provost shall then forward to the President the dean's recommendation, the Committee's vote and record of deliberations, and the Provost's recommendation, as well as the curriculum vitae and any other documentation.