

C.7. Review of Faculty nominated to “Emeritus / Emerita” Designation

Retired and retiring faculty shall be eligible to be considered to retain their academic title with the designation emeritus or emerita. The nomination and review process may start during the year prior to the date of retirement or at any time following the date of retirement and follows the Administrative Policy [Faculty Emeritus / Emerita Designation](#).

Process

- a. The Department Chair (head of the primary unit) submits a nomination letter as well as the candidate’s CV to the Associate Dean for Faculty. The AD informs the Dean and requests a review by the Appointments, Promotion and Tenure (APT) Committee.
- b. Upon review, the APT Committee submits a written recommendation to the Dean.
- c. The Dean reviews the APT recommendation and submits a letter of recommendation and the candidate’s CV to the Provost / Vice Chancellor for Academic and Student Affairs.
- d. The Provost reviews the Dean’s recommendation and the candidate’s CV, and, upon positive evaluation, forwards both for review and approval to the Chancellor.
- e. The Chancellor will notify candidate. The Chancellor’s decision is final. If the Chancellor approves the designation, the effective date may be no earlier than the day following the faculty member’s retirement date.