

## **Emeritus/a Eligibility and Process for RTE Faculty**

Upon retirement, a senior lecturer, senior research associate, professor of the practice, associate professor of the practice, research professor, associate research professor, clinical professor, associate clinical professor, senior scientist, senior scholar, research scientist, principle research scientist, librarian, associate librarian, archivist, or senior archivist who has served in that capacity for ten or more years may be considered for emeritus/a status.

The awarding of emeritus/a status for eligible RTE faculty shall be based upon the career contributions of the candidate through teaching, research, advising, administration, extension, and outreach. It is understood that only a subset of these activities are relevant to a particular title. An overall record of meritorious service to the university is expected. The candidate supplies a curriculum vita to their department chair or unit head together with a cover letter that includes the date of retirement and a request to be considered for either emeritus or emerita status.

The University and RTE Faculty in the candidate's unit who have [University Voting Rights](#) review the case and vote. The result of the vote and the department chair or unit head's recommendation to either approve or deny emeritus/a status is communicated to the dean of the candidate's college. The dean reviews the dossier and makes a recommendation to the provost.

For candidates whose appointment is outside of the colleges, the role of dean shall be played by the appropriate vice provost or by the University Librarian should the candidate be affiliated with the library.

If either the dean or unit head recommendation is negative, then the candidate is so informed by the provost and given the opportunity to respond in writing within ninety days. The final decision to approve emeritus/a status is made by the provost, perhaps in consultation with the dean of faculty and others.