

## Emeritus Faculty Proposal Procedures

**From the Faculty Rank Policy** (full policy [here](#)):

### Emeritus/a Faculty

Upon a faculty member's retirement, the designation emeritus/a may be added to his or her title in recognition of distinguished service to the University. The procedure for nominating and selecting emeritus/a professors requires a recommendation from an appropriate department chair to an appropriate academic Dean (or directly from the academic Dean), who submits the nomination to the President through the Provost. The President reports the appointment to the Board of Trustees.

The person named should normally:

- Be held in high regard by colleagues and students;
- Have devoted a significant length of service to Stetson University;
- Have received recognition on the basis of professional accomplishments;
- Have a distinguished record as a teacher, a campus leader, and an actively concerned member of the community beyond Stetson; and
- Qualify for official retirement or be at least 62 years of age.

### Steps for Requesting Emeritus Status

1. A retired faculty member may personally request or be nominated by a faculty or staff member to be considered for emeritus status. These requests should be directed to the most appropriate Department Chair.
  - a. Requests and nominations can be initiated during a faculty's final year prior to full retirement or at any time after official retirement.
  - b. Proposals for emeritus status are accepted on a rolling basis and are evaluated as received.
2. When the Department Chair receives a request for emeritus status, they should confer with members of the department, solicit feedback relevant to the nomination, and craft a letter to forward to the Dean (along with the faculty member's current CV). Department Chairs may consult with former faculty from the Department during this process. The Chair letter should speak to the merits of the distinction and include specific accomplishments that support the recommendation. Any faculty member also may submit an individual letter directly to the Dean.
  - a. Submitted letters should be kept confidential and not shared with the requesting faculty member.
3. Upon receiving the letter from the Department Chair, the Dean contacts each Divisional Secretary to inform them of the nomination request. Each Divisional Secretary will then solicit feedback from faculty (inclusive of current and former) within their respective divisions. Each Divisional Secretary will submit a summary letter based on this feedback to the Dean. These letters should speak to the merits of the distinction and include specific accomplishments that support the recommendation.
4. The Dean of the College of Arts and Sciences will utilize all of the submitted letters to construct their own recommendation. They will then submit all materials to the Provost.