Request for Appointment to Emeritus Status

"The title distinguished professor shall be awarded to tenured full professors who do not hold named or chaired professorships in their final year of service. Upon retirement, this title shall change to distinguished professor emeritus. A professor who holds a named or chaired professorship at the time of retirement shall be awarded that title emeritus upon retirement. The title emeritus professor normally shall be conferred on any tenured assistant or associate professor at the time of retirement. Citations shall be presented to emeritus recipients, and every effort shall be made to provide them office space, parking privileges, and other professional amenities."

The Faculty Manual

Name of Faculty Member _____

Department/College _____

Academic Rank _____

Date of Retirement _____

Recommended for (please check all that apply):

_____ Distinguished Professor Emeritus _____ Emeritus Professor

_____ Named Chair Emeritus*

*Name of endowed chair or distinguished professorship: _____

_____

_____ Other (e.g., Chancellor Emeritus, Dean Emeritus, etc.)**

**Title: _____

1. Dean's approval and verification of eligibility.

_____ _____
(Signature) (Date)

2. Approval of Provost and request for transmittal to Board of Trustees.

_____ _____
(Signature) (Date)

3. President's Approval and transmittal to Board of Trustees.

_____ _____
(Signature) (Date)