

# Memo

**TO:** All Department Heads

**FROM:** Wei Hong, Senior Associate Dean for Faculty Affairs

**DATE:** July 8, 2022

**SUBJECT:** Procedures for Approval of Emeritus Status

During the first semester of each academic year or on a rolling basis, the Head of each department or school shall prepare a list of all individuals eligible to receive emeritus rank upon retirement during the current fiscal or academic year and send it to the Dean of the College for approval. In your request to Dean with a copy to the Associate Dean for Faculty Affairs, please attach a Nomination Form, filled out by the faculty wishing to apply for the Emeritus Status, and approved by the Head, along with a brief statement of why nominating this faculty. Make sure that the mailing address on the Nomination Form is the most current of the nominee.

Upon receiving the request, the Dean's office will review, and if approved, forward to the Provost's office for approval and presentation to the Board of Trustees.