PURDUE
LIBERAL ARTS

COLLEGE OF LIBERAL ARTS

Office of the Dean

Memo

TO: All Department Heads

FROM: Wei Hong, Associate Dean for Faculty Affairs

CC: David Reingold, Dean, Kirk Willing, Director of Financial Affairs, and Katherine Prochno, HR Consultant

DATE: June 8, 2017

SUBJECT: Procedures for Approval of Emeritus Status

During the first semester of each academic year, 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 the Associate Dean for Faculty Affairs, please attach a Nomination Form, filled out by the faculty wishing to apply for the Emeritus Status, signed by the faculty and approved by the Head, along with a brief statement of why nominating this faculty.

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

The Provost's office will send the approval letter directly to the emeritus professor and the Department Head.

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