

Procedure for Emeritus/Emerita Title

Procedure Title: Emeritus/Emerita Title

Department Responsible: College of Education

Contact Person and Title: College Dean or Senior Associate Dean

Procedure: Nominations for emeritus status must be made within five years following retirement. Nominations are made by a current faculty member (preferably from the nominee's department) or administrator (also holding faculty status) who is familiar with the nominee's professional contributions. The nomination must include a current curriculum vitae and a nomination letter that addresses how the nominee qualifies for emeritus status and cites specific evidence of the nominee's qualifications.

The faculty of the nominee's department will vote on the nomination, using a secret ballot. For Renewable Contract Faculty (RCF), they will be voted upon by fellow Renewable Contract Faculty. Department chairs may participate in these votes. The results of the ballot will be forwarded to the appropriate dean (or equivalent administrative officer) and to the nominator. If the department vote is positive, the dean will submit the nomination packet, including the results of the departmental vote, and a recommendation concerning the faculty member's eligibility, to the Provost/Academic Vice President.

The Provost/Academic Vice President, in consultation with the President, will make the final decision on the nomination and if appropriate submit the University-level recommendation to the Board of Trustees of The University of Alabama System, following all rules and procedures set forth in the Board Manual.

Nominations may occur throughout the year. The President of the University, in consultation with the Board of Trustees, may, in unusual and unforeseen circumstances, revoke emeritus status if necessary to preserve the integrity and reputation of the University.

For retiring/retired tenured faculty, the chair of the department must submit the following to the Dean:

1. A letter of support with voting results;
2. Current curriculum vita; and
3. Resolution.

The Dean will review the materials and submit/forward to the Provost for approval. If the faculty member is supported, a letter will be sent to the Board of Trustees for final approval.

For contract faculty, the Dean and/or Sr. Associate Dean of the College must submit the same set of materials, which if approved by the Provost will result in a letter sent to the Board of Trustees for final approval.

Deadline for submission is 10 days prior to the Board of Trustees deadline for resolution submission of the first meeting following the retiree's last working day. See the Dean's

Operations Coordinator or the Executive Secretary to the Senior Associate Dean for upcoming BOT deadlines.

What Policy is Connected? <https://ua-public.policystat.com/policy/14662515/latest>

Scope: College of Education Faculty