

Emeritus Designations for Named Professorships

Effective: July 1, 2014

Purpose: To provide enhanced visibility to named professorships through creating a formal process to confer emeritus professorship status on faculty who have retired while holding a named professorship. This status will be honorific and will not provide any financial support for the holder.

Process: The process for designating emeritus status on named professorships parallels the process used for conferring emeritus status on faculty upon retirement. (For purposes of this policy, entry into the Faculty Senior Associates Program will be considered equivalent to faculty retirement.)

The procedures are as follows:

1. The department chair, associate dean of faculty, School advancement officer, or dean of the School may request that a retiring faculty member receive emeritus status as holder of a named professorship. This request, with any supporting materials, must be sent to the dean of the School for approval.
2. The dean will review the request, consulting with the appropriate advancement officers as necessary. If approved, the request will be forwarded to the provost for approval.
3. The provost will review the request, forwarding to the President's Office for review as appropriate.
4. Upon provost approval, successful nominations will be submitted for Board of Trustee approval at the next meeting, or by e-mail ballot. Board approval is required before emeritus status can be conferred.

Note that this policy only applies to professorship holders who retire on or after July 1, 2014. *Emeritus status will not be conferred retrospectively on professorship holders who retired prior to this date.*

Title: There are strict guidelines on how emeritus status should be represented in communications and publications. The full title of the named professorship, as displayed in the gift letter, should always be used. The correct positioning of the emeritus designation is as follows:

*John Doe Professor **Emeritus** of Biology*

For titles not specifying a specific field, the last prepositional phrase would be omitted.

Additional Information: Questions on the correct presentation of emeritus status should be directed to the Provost's Office or the appropriate Advancement officer.