



## **CAS Standard Operating Procedure for Emeritus/Emerita Status**

### **Criteria for Emeritus/a appointment from the Faculty Handbook:**

4.1.10 Retirement and Emeritus Status--Upon retirement, full-time members of the faculty may be granted the title "emeritus" upon recommendation by the chair and faculty of the department, and by the dean of the college, and with the approval of the University Provost. The following criteria must be met:

- The faculty member has made distinguished contributions to teaching, scholarship, or service during their tenure at the University of Delaware.
- The faculty member has attained the rank of Associate or Full Professor by the time of retirement.
- The faculty member has completed at least eight years of service at the University of Delaware
- The faculty member and the University desire a continued association after the faculty member's retirement.

### **Instructions for requesting emeritus/a appointments.**

Note: The earliest that Emeritus/Emerita requests can be submitted is the semester before the faculty member retires.

The review process involves the following steps:

1. Departmental vote of the faculty.
2. The department chair/director prepares an email nominating the faculty member for emeritus/emerita status. Please submit the email to the Dean, Associate Dean, and CAS Faculty Administration ([cas-facultyadmin@udel.edu](mailto:cas-facultyadmin@udel.edu)) . Please include:
  - a. Unit chair/director's signed letter of nomination on unit letterhead. (See template.)
  - b. The result of the faculty vote.
  - c. Faculty member's CV.

3. The Dean reviews the nomination materials, and if approved, submits the nomination to the Provost's office for approval, with the following:
  - a. Dean's signed letter of endorsement on CAS letterhead.
  - b. Department/director's letter.
  - c. Faculty member's CV.
4. Upon favorable review, the Provost's office will issue a confirmation letter to the faculty member in electronic and hard copy. Copied on the letter are: President, Provost, College Dean, College Department Chair/Director, and HR Systems Administrator.
5. The Board of Trustees are notified of the award of emeritus/emerita status at the following Board of Trustees meeting.
6. CAS Faculty Administration receives the letter from CAS HR and uploads it to Dean's Docs.
7. CAS HR completes the necessary JED to update the job title of the retired faculty member in PeopleSoft.
8. Faculty members holding a named professor/chair will retain their named professor status, with the addition of "emeritus/emerita" as part of their title (e.g. Unidel Blue Hen Chair Emeritus of Arts & Sciences).

CAS Faculty Administration  
August 2024

**Department Chair or School Director Template**  
**for Recommendation of Faculty Emeritus/Emerita Status**

*\*\*To be signed and submitted on Department or School letterhead*

[Date]

**To:** Debra Hess Norris, Interim Dean, College of Arts & Sciences

**From:** [Name], [Chair/Director], [Department/School]

**Subject:** Emeritus/Emerita Status recommendation for [First/Last Name]

Dear Dean [Last Name]:

With the faculty of [Department or School Name] I recommend Emeritus/Emerita Status to Professor [First/Last Name] upon [her/his/their] retirement effective [Date].

The faculty voted [unanimously/vote tally if not unanimous] in favor of awarding Emeritus/Emerita status to Professor [Last Name] at the faculty meeting on [Date]. As [Chair or Director] of [Department or School Name], I concur with their recommendation.

Professor [Last Name] joined the [Department or School] as an [Rank] in [Year] and has been a leader in the [Department or School Name] ever since. [She/He/They] has made outstanding contributions in teaching, research, and service. [Insert specific accomplishments]

I strongly endorse awarding Professor [Last Name]'s Emeritus/Emerita Status and look forward to [her/his/their] continued involvement with the [Department or School Name].