

# Process Guide for Emeritus Status

(faculty and academic professionals)

Academic Affairs Manual (ACD) policies governing Emeritus Status: [ACD 607-01](#)

Academic Affairs Manual (ACD) definition of retired faculty member or academic professional (AP): [ACD-002](#)

Arizona Board of Regents policy on Honored Faculty Positions: [6-208](#).

**Refer to Part A below for individuals *without* a provost-approved retirement agreement already in place. Refer to Part B below for individuals *with* a provost-approved retirement agreement.**

## **Part A. For individuals *without* a provost-approved agreement already in place**

**Step 1.** Individual's responsibilities. Individual gives written notice of retirement to his/her academic unit at the beginning of his/her last semester. Per ACD 607-01, emeritus status may be awarded "at retirement." Therefore, at the same time the individual announces his/her retirement, the individual applies for that consideration through his/her academic unit.

**Step 2.** Unit's responsibilities. At the beginning of an individual's last semester, if the individual has not requested emeritus status, the academic unit administrator can remind the individual to consider applying for emeritus status. If the individual requests consideration for emeritus status, the following should be sent to the dean:\*

- a. Individual's letter stating intent to retire and request for emeritus status consideration
- b. Retirement/Resignation/Emeritus Status form
- c. Unit administrator's recommendation regarding emeritus status (the recommendation typically contains details about the individual's contributions and achievements during the person's career at ASU).

**Step 3.** College's responsibilities. Dean reviews the form for accuracy and completion, and the dean makes a recommendation regarding emeritus status. If the dean's recommendation is **negative**, then the following materials are sent to the Provost's office in one PDF document:

- a. Letter from the individual stating his/her intention to retire
- b. Retirement/Resignation/Emeritus Status form with the "no" box checked for emeritus status

If the dean's recommendation is **positive**, then the following materials are sent to the provost's office in one PDF document:

- a. Letter from the individual stating his/her intention to retire and request for emeritus status
- b. Retirement/Resignation/Emeritus Status form with the "yes" box checked for emeritus status
- c. Letter from the unit administrator with emeritus status recommendation (optional)
- d. Letter from the dean with emeritus status recommendation

Please note that one of the administrator letters must make a case for bestowing this honor; the dean or the director or both must discuss specific contributions and achievements.

\*Or university librarian, if the retiree is from University Libraries.

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**Step 4.** Provost office responsibilities. The provost's office will provide notification of the president's decision to the appropriate dean. If the decision is favorable, the retirement acknowledgement letter issued by the provost's office will state that the individual is retiring with emeritus status.

## **Part B. Individuals with a provost-approved retirement agreement in place**

**Step 1.** Individual's responsibilities. At the beginning of the final semester of a provost-approved retirement agreement, the individual makes a written request for consideration for emeritus status through his/her academic unit.

**Step 2.** Unit's responsibilities. If the individual has not requested consideration for emeritus status during his/her final semester, the academic unit administrator can remind the individual that the individual has the option to apply for consideration for emeritus status. If the individual requests consideration for emeritus status, the unit administrator makes a recommendation regarding emeritus status. The following is sent to the dean:\*

- a. Individual's written request for emeritus status
- b. Retirement/Resignation/Emeritus Status form
- c. Letter from unit administrator with recommendation regarding emeritus status (the recommendation typically contains details about the individual's contributions and achievements during the person's career at ASU).

**Step 3.** College's responsibilities. Dean reviews materials to decide whether to request emeritus status. If the decision is **negative**, then the process stops at the decanal level, and no documents are forwarded to the provost's office. If the decision is **positive**, the college checks the Retirement/Resignation/Emeritus Status form for accuracy and completion. Materials sent to the Provost's office in one PDF document include:

- a. Individual's written request for emeritus status
- b. Retirement/Resignation/Emeritus Status form with the "yes" box checked for emeritus status
- c. Letter from the unit administrator with recommendation regarding emeritus status (optional)
- d. Letter from the dean with recommendation regarding emeritus status

Please note that one of the administrator letters must make a case for bestowing this honor, and so the dean or the director or both must discuss specific contributions and achievements.

Please do not attach a copy of the retirement agreement, as the provost's office should already have the agreement on file.

**Step 4.** Provost office responsibilities. The provost's office will provide notification of the president's decision to the appropriate dean. If the decision is favorable, the provost's office will issue a letter to the individual with the president's decision.

\*Or university librarian, if the retiree is from University Libraries.