CRC RESOLUTION: FACULTY HANDBOOK SECTION 4.11

Whereas, the Collegial Review process for Emeritus status was created in 2011 and requires revision to provide clarity at all levels of review,

Be it resolved that the Collegial Review Council recommends the following alteration, **shown in bold underline type**, to the Faculty Handbook, section 4.11 (Status Appointments), to clarify current practices and expectations in the Emeritus status award process. The AA-13 form will also be changed to reflect the vote count at all levels.

B. Emeritus Status

1. Qualifications

**c. Candidates must apply for Emeritus status within two years of the retirement date.**

4.11 B. 2. Process

Candidates for Emeritus status prepare **an application, including a** cover letter explaining why s/he deserves Emeritus status, an updated CV, and the AA-13, the Transmittal Form for Recommendation of Emeritus Faculty,available from the Provost’s office. The calendar and process from this point on mimics the process for granting tenure.

Candidates desiring Emeritus professor status submit their CV and cover letter, along with the AA-13 to the **Department Head, who will also add to the application the final five years’ AFE reports for the candidate. The application is first reviewed by the** Department Collegial Review Committee**, who votes and** then forwards a recommendation to the Department Head**. The Department Head** makes a recommendation to the College Collegial Review Committee. The College Collegial Review Committee **votes and forwards a recommendation** to the Dean, who makes a recommendation to the University Collegial Review Committee. Their **vote and recommendation** is then forwarded to the Provost, who forwards a recommendation to the Chancellor. The Board of Trustees makes the final decision.