



## **Professor Emeritus/Emerita Policy and Benefits**

### **I. Eligibility**

Professor Emeritus or Professor Emerita is a rank conferred by the President of the University upon a full-time faculty member who retires with the rank of professor, and who meets the following eligibility criteria.

### **II. Criteria**

A Professor Emeritus or Emerita represents the highest ideals of the University. To merit this rank, the faculty member must have provided distinguished citizenship to the University community through teaching, scholarship, service, and support of the Jesuit/Mercy mission of the institution.

Teaching: The faculty member should be recognized as an outstanding educator who has consistently provided rigorous academic courses that develop critical thinking skills and current knowledge of his or her field. A holistic concern for students' academic success and personal growth should be evident.

Scholarship: The faculty member should have consistently made noteworthy contributions to his or her academic discipline(s) through scholarly works. The nature of the scholarship—whether research articles in scholarly journals, books, artistic performances, exhibitions, or other peer-reviewed forms of scholarly expression—should be consistent with the established standards of the faculty member's discipline. In the time since the rank of full professor was achieved, the faculty member's scholarly productivity should have remained at least comparable to the College or School's minimum threshold for granting the rank of full professor.

Service: The faculty member should have established a record of distinguished and sustained service to the institution, the profession, and the local community. This should include leadership roles, either in committees, departments, professional organizations, or community agencies.

Mission: The faculty member should have demonstrated collegiality and ongoing support of the Jesuit and Mercy principles embodied in the institutional mission statement. Evidence of such support could include, but is not limited to, the inclusion of ethical issues in courses taught, the adoption of service-learning, active support of University Ministry activities such as Alternative Spring Break, community outreach, or similar events and activities.

### **III. Process**

Candidates for the rank of Professor Emeritus or Emerita may be nominated by others or may nominate themselves. Nominations may be made no sooner than the semester before retirement. The Department Chair or Discipline Coordinator assembles a dossier containing the individual's curriculum vitae, a brief summary of how the candidate's credentials meet the criteria outlined above, and any other supporting documentation that would assist in evaluation. The dossier should be forwarded to the Dean of the College or School by February 1. After evaluating the dossier, the Dean should prepare a recommendation regarding the faculty member's candidacy. By March 1, the dossier and Dean's letter should be forwarded to the Provost and Vice President for Academic Affairs, who will confer with the Academic Leadership Team before taking a recommendation to the President. The President's decision will be made by May 15 of the year in which the application is made. Candidates will be notified of the decision by June 1. Emeritus or Emerita status will be conferred at the next Convocation.

### **IV. Benefits of Emeritus/Emerita Status**

Professors Emeriti/ae will be granted the following benefits at UDM, subject to the same fees and restrictions that apply to full-time faculty.

- \* Tuition remission for the Professor Emeritus/Emerita and eligible dependents
- \* Library privileges
- \* UDM Retiree email address
- \* Faculty discounts at the University bookstore
- \* Parking privileges
- \* University activities discount
- \* Invitation to the Faculty-Staff Holiday Party
- \* Invitation to the Faculty Recognition Awards
- \* Publications included in the UDM Authors data base or other publications such as newsletters
- \* Scholarly works included in the Celebration of Scholarly Achievement documentation

A Professor Emeritus or Emerita may be granted office space, work space, telephone, and/or computer use by arrangement with his/her Dean on a year-to-year basis, subject to the overall space needs and budget constraints of the University and the individual's former College or School. Emeritus or emerita status also allows the possibility of a continued relationship with the University in some capacity upon mutual agreement with the Dean of the individual's former College or School and the Provost and Vice President for Academic Affairs.

Revised 9.25.14

Approved 10.16.14