



## Professor and Librarian Emeritus Policy and Benefits

### Professor Emeritus Policy and Benefits

Professor Emeritus 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 eligibility criteria.

#### I. Eligibility Criteria

University of Detroit Mercy recognizes faculty members' exemplary service and distinction by conferring the rank of Professor Emeritus. 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 University.

Teaching: The faculty member is 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 has 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, is consistent with the established standards of the faculty member's discipline. In the time since the rank of a full professor was achieved, the faculty member's scholarly productivity has remained at least comparable to the College or School's minimum threshold for granting the rank of full professor.

Service: The faculty member has an established record of distinguished and sustained service to the University, the profession, and the local community. This record should include leadership roles, including but not limited to key University entities, e.g., shared governance, committees, departments, professional organizations, or community agencies or other external entities.

Mission: The faculty member has demonstrated collegiality and ongoing support of the Jesuit and Mercy principles embodied in the Detroit Mercy 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, the active support of University Ministry activities such as Alternative Spring Break, community outreach, or similar events and activities.

## **II. Process**

Candidates for the rank of Professor Emeritus may be nominated by others or may nominate themselves. Nominations may be made no sooner than the term before retirement. The Department Chair or Discipline Coordinator assembles a dossier containing the individual's curriculum vitae, a summary of how the candidate's credentials meet the criteria outlined, the nominator's letter, if appropriate, and any other supporting documentation that would assist in evaluation, e.g. additional letters of support, a sample of publications, etc. The dossier is forwarded to the Dean of the College/School/Unit. After evaluating the dossier, the Dean prepares a recommendation regarding the faculty member's candidacy. The dossier and Dean's letter are forwarded to the Provost and Vice President for Academic Affairs who will review and confer with the Academic Leadership Team (ALT). If the recommendation is supportive, the dossier is sent to the President for final review. The President's decision will be made within sixty days of receiving the recommendation. Emeritus rank will be conferred at the next scheduled President's Convocation.

## **III. Use of Title**

The title of Professor Emeritus may be used as part of the professor's title on various forms of correspondence, i.e. letters, email, business cards, etc.

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

Professors Emeriti will be granted the following benefits at Detroit Mercy:

- Eligibility for a Detroit Mercy Emeritus Identification card (ID)
- Discounts at Detroit Mercy athletic events and Calihan Hall gift shop
- McNichols Library Access (print books, DVD's and research assistance)
- University/Human Resource employee discounts eligibility
- Tuition remission for the Professor Emeritus and eligible dependents
- Enrollment in a McNichols course on an audit basis at no tuition cost
- University bookstore faculty discounts
- Invitation to the Faculty-Staff Holiday Party and Faculty Recognition Awards dinner.
- Publications included in the Detroit Mercy Authors data base or other publications such as newsletters
- Scholarly works included in the Celebration of Scholarly Achievement documentation
- Retiree Listserv enrollment for access to University emails and announcements (including Campus Connection and other communications)

A Professor Emeritus 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/School/Unit. Emeritus rank also allows the possibility of a continued service to the University, upon mutual agreement with the Dean and the Provost and Vice President for Academic Affairs.

## Senior Librarian Emeritus Policy and Benefits

### I. Eligibility

Librarian Emeritus is a rank conferred by the President of the University upon a full-time librarian who retires having held the rank of Senior Librarian for a minimum of five years, has been a University employee for a minimum of fifteen years, and meets the following eligibility criteria.

### II. Criteria

A Librarian Emeritus represents the highest ideal of the University. To merit this rank, the librarian must have provided distinguished citizenship to the University community through the delivery of public or technical library services, teaching/mentoring, scholarship, service, and support of the Jesuit/Mercy mission of the institution.

Delivery of Public or Technical Library Services: The librarian should be recognized for outstanding and accurate delivery of information and research services or cataloging and catalog record management, development of online portal information, and balanced collection development.

Teaching/Mentoring: The librarian should be recognized for his/her ability to teach and mentor students in developing research skills and junior librarians by promoting analytic approaches to librarianship.

Scholarship: The librarian should have consistently made contributions to the field of librarianship in such areas as scholarly publications, conference presentations, online forums and other recognized avenues of communication. For the university libraries, the librarian should be recognized for development and maintenance of comprehensive department manuals which have led to effective operations. In the time since the rank of Senior Librarian was achieved, the librarian's scholarly productivity should have remained at least comparable to the University Libraries' minimum threshold for granting the rank of Senior Librarian.

Service: The librarian has an established record of distinguished and sustained service to the University, the profession, and the local community. This record should include leadership roles, including but not limited to key University entities, e.g., shared governance, committees, departments, professional organizations, or community agencies or other external entities.

Mission: The librarian has demonstrated collegiality and ongoing support of the Jesuit and Mercy principles embodied in the Detroit Mercy mission statement. Evidence of such support could include, but is not limited to, promotion of respect for the individual and acceptance of diversity, participation in University service opportunities, and 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 Librarian Emeritus may be nominated by others or may nominate themselves. Nominations may be made no sooner than the term before retirement. The Department Chair or Dental Library Director 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 University Libraries/Instructional Design Studio by February 1. After evaluating the dossier, the Dean should prepare a recommendation regarding the librarian's candidacy. The dossier and Dean's letter are forwarded to the Provost and Vice President for Academic Affairs who will review and confer with the Academic Leadership Team (ALT). If the recommendation is supportive, the dossier is sent to the President for final review. The President's decision will be made within sixty days of receiving the recommendation. Emeritus rank will be conferred at the next scheduled President's Convocation

### **IV. Benefits of Librarian Emeritus Status**

- Eligibility for a Detroit Mercy Emeritus Identification card (ID)
- Discounts at Detroit Mercy athletic events and Calihan Hall gift shop
- McNichols Library Access (print books, DVD's and research assistance)
- University/Human Resource employee discounts eligibility
- Tuition remission for the Professor Emeritus and eligible dependents
- Enrollment in a McNichols course on an audit basis at no tuition cost
- University bookstore faculty discounts
- Invitation to the Faculty-Staff Holiday Party and Faculty Recognition Awards dinner.
- Publications included in the Detroit Mercy Authors data base or other publications such as newsletters
- Scholarly works included in the Celebration of Scholarly Achievement documentation
- Retiree Listserv enrollment for access to University emails and announcements (including Campus Connection and other communications)

A Librarian Emeritus 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 Libraries. Emeritus rank also allows the possibility of a continued service to the University, upon mutual agreement with the Dean and the Provost and Vice President for Academic Affairs.

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