



Dean Emeritus Policy and Benefits

I. Eligibility Criteria

Dean Emeritus is a rank conferred upon a retired full-time Dean by the President of the University. To be eligible, a Dean must have:

- Fully retired with the rank of Professor or Library Professor.
- Provided distinguished citizenship to the University community through academic unit leadership, fiscal responsibility, and service.

II. Process

Candidates for the rank of Dean Emeritus may be nominated by others or may nominate themselves. Nominations may be made no sooner than the term before retirement.

The nominator will assemble a dossier containing the individual's curriculum vitae, a summary of how the candidate's credentials meet the eligibility criteria, and any documentation that would assist in supporting eligibility. Supporting materials include 2-3 letters of support from individuals outside the University and at least one letter of support from the academic unit for which the individual served as Dean.

The dossier and nomination 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 Spotlight on Excellence event.

III. Use of Title

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



IV. Benefits of Emeritus Status

Dean Emeriti will be granted the following benefits at Detroit Mercy (subject to the same fees and restriction as for Deans):

- Eligibility for a Detroit Mercy Emeritus Identification card (ID) and provided upon request
- Discounts at Detroit Mercy athletic events (\$15 discount) and Calihan Hall gift shop (25% discount)
- McNichols Campus Library Access (physical library collection, on-campus use of electronic resources, librarian research and reference service support)
- University/Human Resource employee discounts eligibility
- Tuition remission for the Dean Emeritus and eligible dependents
- Enrollment in a McNichols course on an audit basis at no tuition cost. Must complete an [Audit - Alumni or Emeritus Audit Request Form](#)
- University bookstore – may [sign up to receive emails and promotional discounts](#)
- Parking privileges granted - parking permit issued by Student Life Office
- Invitation to the Employee Christmas and Holiday Party, Celebration of Scholarly Achievement & Community Engagement, Spotlight on Excellent, and Faculty Recognition Awards Event.
- Publications included in the Detroit Mercy Authors database 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 using a personal email address (including Campus Connection and other communications). Provide a personal email address to HR during the exit interview or request Listserv enrollment before or after retirement date.

A Dean Emeritus may be granted office space, workspace, telephone, and/or computer use by arrangement with the Provost and Vice President for Academic Affairs 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, or Academic Unit. Emeritus rank also allows the possibility of a continued service to the University, upon mutual agreement with the Dean of the individual's former College, School, or Academic Unit and the Provost and Vice President for Academic Affairs.

Approved ALT/PC June 2008

Revised: April 27, 2018, May 1, 2018, April 25, 2024, April 29, 2026