

## 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 their field. A holistic concern for students' academic success and personal growth should be evident.

**Scholarship:** The faculty member has consistently made noteworthy contributions to their 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) 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 Professor 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 Professor Emeritus may be granted office space, workspace, 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.

## Library Professor Emeritus Policy and Benefits

Library Professor Emeritus is a rank conferred by the President of the University upon a full-time librarian who retires having held the rank of Library Professor, and who meets the following eligibility criteria.

### I. Eligibility Criteria

A Library Professor Emeritus represents the highest ideal of the University. To merit this rank, the library faculty member must have provided distinguished citizenship to the University community through the delivery of service in their area of expertise, collection development, intercommunication, professional development, substantial service and leadership in the University, the profession, or the community, and support of the Jesuit/Mercy mission of the University and the service mission of the Libraries.

**Delivery of Library Services:** The library faculty member should be recognized for outstanding achievement in their area of expertise (e.g., delivery of reference service, cataloging, archives and special collections).

**Collection Development** – The library faculty member should have demonstrated exemplary stewardship of library collections demonstrated through knowledge of disciplines, ability to work with colleagues within the library and the wider university, and through embracing innovation and fostering inclusiveness.

**Intercommunication** – The library faculty member should have demonstrated outstanding ability to clearly and effectively use all forms of communication to students, faculty, staff, and general patrons. The library faculty member has actively participated in teamwork and demonstrated group and individual leadership skills and shown respect for the dignity and uniqueness of all.

**Professional Development** – The library faculty member should have actively participated in professional associations on the local, state, and national levels. They should have attended and presented at workshops and conferences, and published articles, books, or book chapters.

**Committee Service** – The library faculty member has an established record of distinguished and sustained service to the University Libraries, the University, the profession, and the local community. This should be supported by evidence of leadership roles in activities or on committees, teams, or work groups at the local, state, and national levels, as well as involvement in local community activities, projects, institutions, or governments.

**Mission** - The library faculty member has demonstrated ongoing support of the Jesuit and Mercy principles embodied in the Detroit Mercy mission statement. The library faculty member has also demonstrated support of the Library's mission statement. Evidence of such support may include but is not limited to integration of mission themes in research skills instruction, scholarship, cataloging, or archiving activities as well as a demonstrated record of substantial leadership and participation in University mission-oriented activities and events.

## II. Process

Candidates for the rank of Library Professor Emeritus may be nominated by others or may nominate themselves. Nominations may be made no sooner than the term before retirement. The Associate Dean, Dental Library Director, or the candidate should assemble 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 Libraries by February 1. After evaluating the dossier, the Dean should prepare a recommendation regarding the library 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 supported, 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 Library Professor Emeritus may be used as part of the library faculty member's title on various forms of correspondence, i.e., letters, emails, business cards, etc.

## IV. Benefits of Emeritus Status

### **Library Professor Emeriti will be granted the following benefits at Detroit Mercy**

- 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)
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- Tuition remission for the Library Professor 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](#)
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- 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 Library Professor Emeritus may be granted office space, workspace, telephone, and/or computer use by arrangement with their 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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