

## DRAFT Emeritus/a Faculty Policy

Version: 1.0  
Effective Date: TBD

Responsible University Official: Provost

### 1.0 Introduction

Saint Louis University bestows upon select retired faculty the status of “Faculty Emeritus/a.” This policy defines the faculty emeritus/a status and the benefits/rights associated therewith. The Policy also establishes University-wide eligibility criteria for the status, details the process by which faculty may apply for emeritus/a status, and details the process by which the applications will be acted upon, and by whom.

Emeritus/a faculty who remain active professionally are an important resource for the University, and their continued participation in University activities and functions should be encouraged at every level of the University.

### 2.0 Scope

This policy governs all faculty who (a) meet the eligibility requirements for retirement as defined in the [Faculty Retirement Policy](#), (b) who are eligible for emeritus/a status per this Policy, and (c) who apply for emeritus/a status via the process established in this Policy.

### 3.0 Definitions

**Emeritus/a Faculty Status.** Emeritus/a status is status of relationship with the University granted to select faculty who meet the criteria for emeritus/a status as defined herein.

**Emeritus/a Faculty.** Emeritus/a faculty are those who have:

- (a) Been officially designated as “retired” by the University per the Faculty Retirement Policy;
- (b) Distinguished themselves while on the faculty;
- (c) Plan to remain professionally active as a retired SLU faculty member; and
- (d) Do not violate Faculty Manual Section III.I.6.

### 4.0 Benefits of Emeritus/a Status

Faculty members who are granted emeritus/a status enjoy the same benefits provided to retired faculty members and as detailed in the [Faculty Retirement Policy](#).

In addition, emeritus/a faculty are granted the following benefits:

1. Professionally related clerical assistance, assuming these services are available within the governing academic unit to be extended to emeritus/a faculty for the individual's and unit's mutual benefit.
2. Professional liability insurance commensurate with that provided current University employees in those circumstances in which the emeritus/a faculty member is serving as an agent of the University.
3. Access to office space, research support, and reimbursement for professional travel if resources within the governing academic unit are available (after the needs of current faculty are met).

## 5.0 Procedures

To request emeritus/a status, the faculty member must submit to their governing chair (or equivalent) the following materials:

1. A letter of application, no later than 30 days prior to an anticipated retirement date; this letter of application for emeritus/a status should accompany the associated request for retirement per the [Faculty Retirement Policy](#). The letter must provide a rationale for the request which includes, but is not limited to:
  - An outline of how the faculty member plans to remain professionally active.
  - Examples of how and where the faculty member will continue to engage with the University (lectures, student recruitment, mentoring, research, alumni/ae activities, etc.).
2. An updated curriculum vitae

The Chair (or equivalent) will review the request and author their recommendation, forwarding all materials to the rank and tenure body of their associated college/school.

The college/school rank and tenure body will make its collective recommendation, then forward all materials to the associated dean.

The dean will author their own recommendation and then forward all materials to the Provost.

The Provost will make the final determination on awarding emeritus/a status for all faculty. Revocation of status is at the sole discretion of the Provost and the determination is final.

## 6.0 Recognition

On an annual basis, the Dean or comparable administrator is responsible for:

- Eliciting current contact information and informational and service needs of emeritus/a;
- Encouraging emeritus/a to continue to keep the University informed about their professional activities.
- Notifying Human Resources of emeritus/a faculty who wish to have their names added to appropriate postal and e-mail lists, subject to continued availability.
- Ensuring that emeritus/a names remain on the printed University directory, People Finder, and all relevant catalogs distributed by the University.
- Informing faculty, staff, and students of the names of the emeritus/a faculty in their unit, and about the privileges afforded to their emeritus/a colleagues.
- Informing the Office of the Provost of the status and professional activities of emeritus/a faculty.

## 7.0 Approvals

### This policy was:

1. Endorsed by CADD:
2. Approved by the Provost: