

## **Criteria and Procedures for Emeritus Status**

The criteria for Emeritus status are:

1. At least ten years of full-time faculty status at John Carroll University following granting of tenure.
2. A career of outstanding teaching, scholarship and service at John Carroll University, commensurate with the criteria outlined in the Faculty Handbook for the rank held by the candidate at the time of retirement.

Procedure for granting Emeritus status:

1. When an eligible faculty member makes known to the department his or her intention to retire, the department will consider the faculty member for Emeritus status, unless the faculty member requests that the department not do so.
2. The department will meet to consider the candidacy for Emeritus status within four months of being notified of the intent to retire.
3. Following a vote of the full-time faculty of the department, the department's recommendation on the awarding of Emeritus status will be forwarded to the Dean of the appropriate academic unit. A simple majority vote of the faculty present is necessary for a positive recommendation. The Dean will then make a recommendation to the Provost on whether or not Emeritus status is to be granted.
4. The Provost will make a final recommendation to the President of the University.
5. Any decision by the Dean or Provost which is not consistent with the recommendation of the department must be explained in writing to the department and the candidate.
6. Already retired faculty members who wish to be awarded emeritus status should inform by June 30, 2001, their department chairs that they wish to be considered for emeritus status. Then the same criteria and procedure used for consideration of retiring faculty for emeritus status will be used for consideration of already retired faculty.

September 8, 2000