The University of Toledo
Process to Obtain Emeritus Status for Retiring Faculty

1) Department Chair originates a Memo to the College Dean requesting emeritus status for retiring faculty member. The memo should highlight the justification for the emeritus status.
   a. Attach a Draft of the text for the emeritus citation
   b. Attach the original completed Academic Personnel Action form (APA) Main Campus OR the Appointment/Change of Status Form Health Science Campus. Change the Title to “Professor Emeritus.” Put $0.00 in the compensation, and the start date would be the date the Emeritus title became effective.
   c. Attach any other memos of “Endorsement” as desired

2) The College Dean originates a Memo to the Provost supporting the emeritus status. Forward the packet to the Provost. The packet is the:
   a. Department Chair Memo
   b. Draft text of emeritus citation, with any Dean edits
   c. APA OR Change of Status From to Change the title
   d. Should the dean not support the request, the College Dean should originate a memo to the Department Chair denying the request.

3) The Provost originates a memo to the College Dean supporting the request for emeritus citation, Or Signs Approved on the Dean Memo.
   a. Provost should include any edits to the draft citation
   b. If Denied. The Provost originates a memo to the College Dean and returns packet to College Dean.
   c. Should the action be denied the following steps do not apply.
4) A copy of the provost approval and the packet is given to the Associate Vice President for Academic Finance (Brenda Grant) for reporting the BOT on the Academic Personnel Action on the next possible BOT Report.
   a. The Packet is held by this office until it goes to the board

5) Once BOT Approved, the Associate Vice President for Academic Finance will
   a. Forward the APA to HR-Data Entry for the title to be changed in Banner
   b. Ensure the Banner Emeritus Box on PEAFACT is checked and title updated
   c. Forward copies of the Packet to the College Dean with the BOT approval date
   d. Place copies in faculty file

6) The College Dean, upon receiving the approved packet places an order for the Official Emeritus Citation from the University Marketing Department – current MARCOM contact is Michelle Hoch-Henningsen, Creative Director. Marketing will prepare and return the Official Emeritus Citation to the appropriate Dean’s Office.

7) After the College Dean’s office receives the Official Emeritus Citation from the University Marketing Department The Original Official Emeritus Citation is to be delivered to the Office of Academic Finance in the Provost Office, along with copies of:
   a. BOT Academic Personnel Action approval date
   b. The provost memo of support
   c. The dean memo of support
   d. The department chair memo

8) The Office of Academic Finance will deliver the Original Official Emeritus Citation to the BOT Chair and University President via Joan Stasa for signatures.

9) Once signed by both, BOT Chairman and University President, the Original Official Citation is to be returned to the Office of Academic Finance.
10) The Office of Academic Finance in the Provost Office will:
   a. Retain a photo copy of signed citation in the faculty members
      Official University Personnel File.
   b. Return signed Original Official Citation to the College Dean

11) The College Dean and the Department Chair will arrange for presentation
    of the Signed Official Citation to the faculty member. The college will
    retain a copy for college files.
    a. The College may wish to have the Citation framed

Main Campus Policy
The Emeriti Policy is II-2-7 is located on the Universities Policy website
http://www.utoledo.edu/policies/index.html

   II.2-7 states “Upon retirement a University Faculty member with tenure
   may be accorded emeritus status by the Board of Trustees upon
   recommendation by the faculty member’s department, dean, the Senior
   Vice President for Academic Affairs and President. The Board may, with
   the concurrence of the Faculty Senate, name other to emeritus rank as a
   way of conferring special recognition.”

Health Science Campus Process for Emeritus Status
From the Faculty Rules and Regulations page 12

3. Emeritus Status
   a. A member of the Faculty may have the title “Emeritus” conferred as an
      indication of the esteem of the Faculty and the Board. Emeritus status is
      an honor intended to recognize the outstanding services of retired faculty
      members and to maintain an ongoing affiliation between the honorees
      and The University of Toledo.

   b. Under normal circumstances, a Faculty member must have served on
      the Faculty for at least (10) years. If a Faculty member retires and
      immediately accepts a full-time academic position at another university,
      man emeritus appointment will not be made. At the point, however,
      where affiliation at another university ceases and the Faculty member
      wishes to retain The University of Toledo as the Faculty member’s
      primary academic identity, an emeritus appointment may be considered
upon appropriate initiation of the Faculty member’s candidacy as specified herein and provide that the other conditions have been met.

c. Designation as an Emeritus member of The University of Toledo is made by the Board. The Board acts with the advice of the President, the Chancellor or the Provost and the respective Dean or department Chair.

d. Each honoree is entitled to certain privileges of The University of Toledo and Faculty as determined from time-to-time by the respective college and the Board.

For questions regarding this document or the emeritus process contact:

Brenda Grant, Associate Vice President for Academic Finance and Planning
419.530.4435
OR
Wafaa Hanna, Director of Faculty Affairs
419.383.4457

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