



Date Originated: 24 February 2016  
Date Revised:

## **SEAS POLICY AND PROCEDURE # 2016.2**

**Title:** SEAS Policy on Elevation of Retiring Faculty to Emeritus Status

### **Contact office**

Office of the Dean  
School of Engineering and Applied Science  
PO Box 400246  
University of Virginia  
Charlottesville, VA 22904-4246  
p.434.924.3593  
f. 434.924.3555  
email. [engrdean@virginia.edu](mailto:engrdean@virginia.edu)

### **Applies to**

Retiring faculty in the School of Engineering and Applied Science.

### **Reason for policy**

The honorary rank of Emeritus Professor may be conferred on retired or retiring faculty upon evidence of outstanding academic accomplishment and service to the University. The University has a comprehensive policy on the procedure that Schools must follow to nominate retiring faculty for an Emeritus title. The complete policy can be found at <http://uvapolicy.virginia.edu/policy/PROV-018>. The policy, however, is vague about how departments determine whether to nominate a retiring faculty for this honorific title. The purpose of this SEAS policy is to define clear steps for how all SEAS departments perform this function. All aspects of the University policy regarding Emeritus Faculty still hold.

### **Policy Statement**

Upon receipt of a letter indicating an academic faculty member's intentions to retire, the department chair must first determine if the professor should be nominated for Emeritus status based on the qualifications outlined in <http://uvapolicy.virginia.edu/policy/PROV-018>. If so, the department chair must request from the retiring professor a copy of his/her most recent CV, and make it available to all ranked faculty in the department. A nomination to Emeritus status cannot be made without a recent copy of the faculty member's CV. In a timely manner, the department chair must then conduct a vote by all ranked faculty (tenured, tenure-track, and non-tenure-track) in the department on the question of whether to nominate the retiring faculty member for Emeritus status.

Based on the results of this vote [for, against, abstain], the department chair may wish to nominate the faculty member for Emeritus status. To make such a nomination, the department chair must write a letter to the Dean with the following information:



- A statement explaining how the faculty member qualifies for Emeritus status based on the University policy,
- the results of the department faculty vote, and
- a clear endorsement outlining the faculty member's academic accomplishments and exemplary contributions to the University.

If the department chair does not wish to nominate a retiring faculty member for Emeritus status, a letter to the Dean explaining the reasons for this decision must be sent. The results of the faculty vote must be discussed in this letter.

The decision to nominate a faculty member for Emeritus status to the Provost rests with the Dean.

**Effective Date:** This policy was initially voted upon and approved unanimously by the SEAS Leadership Council on 24 February 2016. The policy is effective as of 24 February 2016.

A handwritten signature in black ink that reads "Kevin Skadron". The signature is written in a cursive style.

14 March 2016

---

Kevin Skadron, Chair  
Leadership Council