

CLAS Process for Recommending Faculty and Academic Staff for Emerita/Emeritus Status

This process reflects the university-wide policy issued by the Provost (see below).

Step 1: Upon the faculty member's official retirement, the appropriate faculty or academic staff committee at the departmental level recommends emerita/emeritus.

Step 2: The department Chair forwards the committee's recommendation with his/her endorsement and the individual's WSU Professional Record to the Associate Dean for Faculty Affairs.

- Send the committee's recommendation with the chair's endorsement after the date of official retirement, not before.
- Indicate the exact date of official retirement.
- Support the recommendation with an explanation of the individual's overall contributions to the University and his/her accomplishments as a member of the faculty/academic staff.
- Include a recent copy of the individual's WSU Professional Record.
- Send the recommendation and Professional Record as email attachments.

Step 3: The Dean reviews the recommendation and forwards with his/her endorsement to the Provost.

Step 4: The Provost's decision is communicated to the Dean, who notifies the individual and Chair.

Emeritus and Emerita Appointments

[Policy issued by the Provost, effective March 5, 2014]

The title 'Emeritus' or 'Emerita' may be granted to any tenured member of the faculty, full-time non-tenure-track faculty member ('clinical' or 'research'), or academic staff holding tenure or Employment Security Status who retires after at least ten (10) years of employment at Wayne State University. Emeritus appointments are recommended by the appropriate faculty or academic staff committees (normally those responsible for tenure and Employment Security Status), with the endorsement of the chair or director, and the dean, and must be approved by the Provost. In making recommendations for the title, consideration is given to the individual's overall contributions to the University and his/her accomplishments as a member of the faculty/academic staff.

Emeritus ranks involve no duties and provide no stipend. As long as it is feasible to grant them, all persons holding emeritus rank shall have the following rights and privileges in the University:

1. Their names shall be listed in the University Bulletin and on the unit web page.
2. They shall have the library and parking privileges of the regular faculty and academic staff.
3. They shall receive appropriate University mailings and electronic messages which are directed to all members of the faculty.
4. They shall be given a University One Card that indicates their status as 'Emeritus' or 'Emerita'.
5. They shall be entitled to attend all appropriate faculty social and honorary functions.
6. They shall be entitled to the privileges of the University dining facilities, bookstore, and ticket office.
7. They shall receive other feasible courtesies and privileges which may include, but are not limited to, office or lab space, if available, the use of other research facilities, and the ability to participate in applications for extramural funding with approval by dean and provost.
8. With the approval of the Provost, a unit may add criteria or privileges as part of their Bylaws, but may not reduce the minimum criteria or privileges in this document.