



## INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Faculty Affairs, Professional Development, and Diversity

# Emeritus Faculty Appointment

**Effective:** 01/01/2018  
**Last Updated:** 5/1/2022  
**Next Review:** 1/1/2024

**Responsible University Office:**  
*Faculty Affairs | Professional Development | Diversity*

**Responsible University Administrator:**  
*Executive Associate Dean for Faculty Affairs | Professional Development | Diversity*

**Procedure Contact:**  
*Assistant Director, Faculty Systems*

### Department

To request emeritus status for a retiring faculty,

1. Confirm eligibility for Emeritus status (see [Emeritus Policy](#))
2. Email the following items, as a single PDF document, to the IUSM Faculty Affairs at [acadadm@iu.edu](mailto:acadadm@iu.edu)
  - a. A letter of recommendation for an Emeritus title is written by the department chair or regional campus dean
    - i. The letter, preferably one page in length, will include a summary of the faculty's professional accomplishments and record of University service.
  - b. A copy of the faculty's letter of retirement including the expected retirement date.
  - c. If the candidate holds a non-adjunct appointment in other departments, the primary department/regional campus is to obtain approval from the chair of the other departments and include in the submission.

### Faculty Affairs

1. Confirm eligibility for Emeritus status (see [Emeritus Policy](#))
2. Draft a letter of support for the dean's review
3. Email the letter of support and the request packet from the department to the dean
4. Upon receiving approval from the dean, attach the dean's letter of support
5. Email the request packet (single PDF) to Faculty Affairs at IUPUI
6. Upon receiving approval from the campus, email the department the entire PDF document including the approval from campus with instructions for the Terminate eDoc

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## Related Information

IUPUI Faculty Council Emeritus Policy, found here <https://facultycouncil.iupui.edu/Governance/Policies-Resolutions> under Policies Related to Faculty Appointments  
<https://facultycouncil.iupui.edu/FCCContent/Html/Media/FCCContent/documents/policies/Faculty%20Policies/Emeritus%20Policy.pdf>