**SBS INFORMATION FOR EMERITUS REQUESTS**

***(procedural recommendations, current as of Spring 2021)***

**UNIVERSITY OF ARIZONA POLICY**

See UHAP 3.1.05 Emeritus Faculty Status

**SBS RECOMMENDED PROCEDURES**

## Per UHAP and the VP for Faculty Affairs, three items are needed to initiate an emeritus request:

(1) A request in writing from the faculty member *detailing the specific continued activity that will warrant the emeritus status* (email is fine, but details are needed – what exactly do they imagine they’ll continue to be a part of?).

(2) A recent CV

(3) A letter from the unit Head or Director in support of the request. The letter should:

(a) be extensive in honoring the significant contributions of the faculty member, and

(b) identify the anticipated on-going relationship that merits the honorary status.

SBS Heads and Directors are welcome to adapt the below sample memo, on unit letterhead

Date

John Paul Jones III

Don Bennett Moon Dean, College of Social and Behavioral Sciences

University of Arizona

Dear Dean Jones,

I am writing in support of (faculty member’s name)’s request to become (rank) Professor Emeritus. Dr. (faculty) has been an important and valued member of the faculty of the Department/School of xxxxxx since (year joined your unit). [*If unit culture or bylaws call for a faculty vote, please add*: The faculty of the Department/School of xxxxx have voted in favor of this request.]

Dr. xxxx has research expertise in (*list*). Among the career highlights (*or strengths, or awards, or things that are remarkable - list*).

As an Emeritus Professor, xxxxx will continue to *(what? Collaborate on projects or grants, contribute to professional service, advise or mentor students, publish results of ongoing projects? Etc./as appropriate)*.

My colleagues and I are very pleased Professor xxxx intends to continue a relationship with the unit and the University of Arizona upon retirement, and are happy to support this request upon retirement (*and then indicate when retirement is to take effect please*).

Sincerely yours,