**SBS INFORMATION FOR EMERITUS REQUESTS**

***(procedural recommendations, current as of Spring 2022)***

**UNIVERSITY OF ARIZONA POLICY**

See UHAP 3.1.05 Emeritus Faculty Status.

**SBS RECOMMENDED PROCEDURES**

## Per UHAP, three items are needed to initiate an emeritus request:

(1) Something in writing from the faculty member asking for emeritus status.

*This need not be long or complex; a simple email requesting consideration for emeritus status to the unit Head or Director is sufficient. If the faculty member imagines they will have any continuing contributions – participating in events, for example – those can be included.*

(2) a recent CV

(3) a memo from the unit’s H/D in support of the request (sample below)

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

Date

University of Arizona College of Social and Behavioral Sciences

Douglass 200 West

University of Arizona

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), with research expertise in (list). [*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.]

We are pleased to support this request for Emeritus status at the University of Arizona upon retirement (and then indicate when retirement is to take effect please).

[*If the faculty member has been at UA for less than 15 years, please add a few sentences about why their work and importance is significant enough to warrant an exception to the 15-year policy guideline*]

Sincerely yours,