



Emeritus Status Request

Please ensure that the petitioner meets the eligibility criteria set forth in the [Faculty Manual](#) (C2.6).
Emeritus status requests must be submitted to the Office of Faculty Affairs (facultyaffairs@miami.edu) for approval.

Section I: provide the general information below

| | |
|----------------------------|-----------------------------------|
| College/School | Department (if applicable) |
| Faculty Name | Hire Date |
| Present Track | Present Rank |
| Date Present Rank Received | Tenure Award Date (if applicable) |
| Retirement Date | |

Section II: record the numerical Departmental vote in the section below

Number of faculty eligible to vote on this case
(ensure that all vote totals in the section below equal this number)

| Award Emeritus Status | Yes | No | Abstain | No Present |
|-----------------------|-----|----|---------|------------|
|-----------------------|-----|----|---------|------------|

Section III: provide the following documentation attached to this form

- Letter of recommendation from the Dean
- Retirement notification (letter/email) from the faculty, including the retirement date, and petition to be considered for the award of emeritus status
- Curriculum vitae

Section IV: Approvals

| | | |
|--------------|-----------|------|
| Dean | Signature | Date |
| Vice Provost | Signature | Date |
| Provost | Signature | Date |
| President | Signature | Date |

Voting Matrix

| Key | | TENURE TRACK | | | | RESEARCH | | | CLINICAL EDUCATOR/ EDUCATOR | | |
|--|---------------------------------------|----------------|---------------|---------------|------|--------------|---------------|------|--------------------------------|---------------|------|
| X = Eligible to vote O = Eligible if authorized to vote | | TENURE-EARNING | | TENURE | | ASST PROF | ASSOC PROF | PROF | ASST PROF | ASSOC PROF | PROF |
| ACTION | RANK | ASST PROF | ASSOC PROF | ASSOC PROF | PROF | ASST PROF | ASSOC PROF | PROF | ASST PROF | ASSOC PROF | PROF |
| Emeritus Status Vote | | | | | | | | | | | |
| | As Tenured Associate Professor | | | X | X | | | | | | |
| | As Tenured Professor | | | | X | | | | | | |
| | As a Research Associate Professor | | | X | X | | O | O | | | |
| | As a Research Professor | | | X | X | | | O | | | |
| | As a Librarian Associate Professor | | | X | X | | O | O | | | |
| | As a Librarian Professor | | | X | X | | | O | | | |
| | As an Associate Professor of Practice | | | X | X | | | | | O | O |
| | As a Professor of Practice | | | X | X | | | | | | O |
| | As an Associate Professor of Clinical | | | X | X | | | | | O | O |
| | As a Professor of Clinical | | | X | X | | | | | | O |

Note: for departmentalized schools, the Chair of the Department is eligible to vote if in this emeritus request and voting process, the Chair is not participating in a Chair-like role such as providing a recommendation to the Dean.

Please refer to the [Faculty Manual](#) section A.3, which outlines the voting rights of the University Faculty and how those are determined by the College/School.