



Emeritus Status Request

Last revised: September 18, 2024

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
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Section III: provide the following documentation attached to this form

- Letter of recommendation from the Dean
- Letter of recommendation from the Chair (recommended; required for MSOM)
- 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's recommendation	Approve	Deny
Dean	Signature	Date
Vice Provost's recommendation	Approve	Deny
Vice Provost	Signature	Date
Provost and President Designee recommendation	Approve	Deny
Provost and President Designee	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.