

Emeritus Nomination Guide and Application

Steps in submitting a nomination for emeritus status:

General: Typically, emeritus nominations are submitted to the Board of Trustees in the spring semester. The timeline for submission of nominations is detailed in the Procedural Calendar. In rare cases, if there are extenuating circumstances, we can process the nomination “off cycle”, i.e., outside the timeline spelled out in the Procedural Calendar. In such cases, the nomination should be submitted to the Provost’s Office no less than one month prior to the upcoming Board meeting to allow time for review by the Provost and President, and inclusion of the nomination in the Board Book.

In order to be awarded emeritus status, the employee must 1) be retired; 2) have a record of service at MSU Denver of at least ten years in duration; and 3) have a record of excellence in their role.

Emeritus nominations can be reviewed for employees who have announced their retirement, but the actual title of Emeritus cannot be assigned until the retirement date has passed. For example, a faculty member who, at the beginning of an academic year announces that they will be retiring at the end of the academic year can have their emeritus nomination reviewed during that spring semester. However, they will not be considered to have emeritus status until the retirement has occurred. Faculty on transitional retirement cannot be awarded emeritus status until the retirement has occurred.

Emeritus Nominations for Faculty

The following components are required as part of the nomination packet for emeritus nominations for faculty:

1. A letter of nomination explaining why the candidate is worthy of emeritus status. This letter can come from any member of the Department, School/College, or University.
2. A record of the vote of the tenured faculty of the home Department of the candidate. (NOTE: The Department Chair should organize and record the results of this vote.)
3. A letter of support from the Chair of the home Department (if the Department Chair is not the nominator).
 - a. In addition to submitting a letter of support, the Department Chair should notify ITS that the nominee’s email access should not be removed until the emeritus nomination review process is complete.
4. A letter of support from the Dean of the School/College (if the Dean is not the nominator).

These materials should be emailed to the Office of Faculty Affairs, preferably as Word documents. (Submitting them as Word documents is important because Faculty Affairs staff need to be able to combine the documents, along with letters of support from the Provost and President, into a single document for inclusion in the Board Book.) See below for templates for these letters.

5. A recommendation from the Provost, with which the President concurs. This recommendation is:

- a. Prepared by the Office of Faculty Affairs;
 - b. Submitted to the Provost for review and approval;
 - c. Sent to the Office of the President for the President's review and approval.
6. An agenda item for the upcoming Board meeting (prepared by the Office of Faculty Affairs Program Manager.)
 7. To be successful, the nomination must be endorsed at every level of review. There is no appeal for a failed nomination for emeritus status.

Emeritus Nominations for Staff

The following components are required as part of the nomination packet for emeritus nominations for staff:

1. A letter of nomination explaining why the candidate is worthy of emeritus status. This letter can come from any member of the Department, School/College, or University.
2. A record of the vote of the staff of the home unit of the candidate. (NOTE: The candidate's supervisor should organize and record the results of this vote.)
3. A letter of support from the supervisor of the home unit of the candidate (if the supervisor is not the nominator).
 - a. In addition to submitting a letter of support, the supervisor should notify ITS that the nominee's email access should not be removed until the emeritus nomination review process is complete.

These materials should be emailed to the Office of Faculty Affairs, preferably as Word documents. (Submitting them as Word documents is important because Faculty Affairs staff need to be able to combine the documents, along with letters of support from the Provost and President, into a single document for inclusion in the Board Book.) Templates for these letters can be found below.

4. A recommendation from the Provost with which the President concurs. This recommendation is:
 - a. Prepared by the Office of Faculty Affairs;
 - b. Submitted to the Provost for review and approval;
 - c. Sent to the Office of the President for the President's review and approval.
5. An agenda item for the upcoming Board meeting (prepared by the Office of Faculty Affairs Program Manager.)
6. To be successful, the nomination must be endorsed at every level of review. There is no appeal for a failed nomination for emeritus status.

Presentation to Board and Follow-up

The Associate Vice President of Faculty Affairs will present emeritus nominations at the Board's Academic and Student Affairs Committee meeting. The Board as a whole must vote in favor of the nominations before they are considered approved.

After Board approval, the Office of Faculty Affairs will draft a letter, on behalf of the President, notifying the candidate that they have been awarded emeritus status. A hard copy of that letter will be mailed to the home address of the candidate; an electronic copy will also be sent to the candidate's MSU Denver email address.

Appendix A: Templates for Nomination Letters for Emeritus Status

1. Letter from tenured faculty to Department Chair

DATE:

TO: [Department Chair]

FROM:

RE: Emeritus nomination for

It is with without hesitation that we endorse the nomination for Emeritus status for [name]. The tenured faculty of the XXXX Department have supported this nomination by a vote of XX to XX.

Prof. XXXXX worked for MSU Denver for a total of XXXX years. We/I believe that XXXX is worthy of Emeritus status for the following reasons:

Highlight candidate's major accomplishments.

2. Letter from Department Chair to Dean

DATE:

TO: [School/College Dean]

FROM:

RE: Emeritus nomination for

I am pleased to support this nomination for Emeritus status for [name]. The tenured faculty of the Department of XXXX have voted in favor of this nomination. I agree that XXXX is worthy of Emeritus status.

Highlight candidate's major accomplishments.

3. Letter from Dean to Provost

DATE:

TO:

FROM:

RE: Emeritus nomination for

This letter is submitted in support of the nomination for Emeritus status for [name]. The tenured faculty and the Chair of the Department of XXXX have endorsed this nomination. I agree that XXXX is worthy of Emeritus status.

Highlight candidate's major accomplishments.

4. Letter from Provost to President

TO: President Janine Davidson, Ph.D.

FROM: Alfred W. Tatum, Ph.D.
Provost/Executive Vice President of Academic Affairs

DATE:

RE: Recommendation for Emeritus Status

After reviewing relevant documentation, including University policy, I am recommending that Professor **XXXX**, Department of **XXXX**, be awarded Professor Emeritus status. Prof. XXXX was employed at MSU Denver for XX years before retiring on XXXXX. The tenured faculty of the have supported this nomination by a vote of approval of **XXXX**. Additionally, the Department Chair and College Dean support the nomination. I will highlight some (but certainly not all) of Prof. XXXX's accomplishments:

_____ I concur

_____ I do not concur

Janine Davidson, Ph.D.
President

5. Agenda Item for Board of Trustees Meeting

AGENDA ITEM: Approval of Professor Emeritus Recommendation

RECOMMENDATION:

The ASA Committee recommends that the Board of Trustees approve the Professor Emeritus recommendation for Dr. John Doe.

BACKGROUND:

The processes for the conferring of emeritus status has been concluded, and we therefore submit the following recommendations for approval, pursuant to §3.5 the Trustees Policy Manual.

ANALYSIS:

Recommendations for Emeritus Status (1)

Dr. XXXXX Professor Emeritus – College of XXXXX

AUTHORITY:

Pursuant to University policy, created under the authority of C.R.S. § 23-54-102, *et seq.* (2019), the Board of Trustees of Metropolitan State University of Denver retains the final decision-making authority regarding the conferring of emeritus status.