Emeritus Faculty Process

2014

Please review *Faculty Staff Handbook 1565 E. Emeriti* for the full information about eligibility, rights, privileges, responsibilities, employment opportunities, specific provisions, commencement program listing, and maintenance of ties with emeriti. <http://www.webpages.uidaho.edu/fsh/1565.html>

In concurrence with the faculty, the dean and unit head should provide written notification of the intended emeriti status to the Provost and Executive Vice President for review. To ensure eligibility for emeriti status, consult with the Provost and Executive Vice President and Benefit Services. Faculty that are a PI or Co-PI on grants or sponsored programs should also contact the Office of Sponsored Programs to initiate smooth transition of such activities.

Upon notification and meeting the eligibility requirements, the Office of the Provost and Executive Vice President notifies the faculty of the emeriti status, ensures the faculty is listed in the next published commencement program and in the University Catalog according to policy.

If appropriate to the circumstance, indicating the intended emeriti status within the faculty acknowledgement of resignation/retirement is acceptable for notifying the Provost and Executive Vice President.

**SAMPLE ACKNOWLEDGEMENT OF RETIREMENT LETTER:**

[Date]

Employee Name

Campus Zip

Email

It is with regret that I accept your retirement as a faculty member in the Department of [X], effective [Month day, year]. Thank you for meeting with me to discuss any implications of grants, projects, activities, and/or obligations that we can work through as you make this transition. I understand that you intend to keep this announcement confidential until [date] which allows us the necessary time to address the transition.

Regards,

Dean X

College/Unit

cc: Office of the Provost and Executive Vice President

 Office of Sponsored Projects