

[List of Academic Departments with links to those that list emeritus faculty on their Web sites](#)

**Executive Notice 97-2, Office of the Chancellor
The University of Illinois at Chicago
Issued February, 1997**

This notice supersedes Executive Notice 90-1.

SUBJECT: POLICY REGARDING GRANTING OF *EMERITUS* STATUS

The granting of *emeritus* status to retiring faculty and senior administrative staff members is based on merit. At UIC, the *emeritus* designation is regarded as an extraordinary title which is given for extraordinary service. Accordingly, *emeritus* status is bestowed only on those individuals who have contributed measurably to the University of Illinois at Chicago.

Faculty eligible for *emeritus* status includes a) those in professorial ranks, i.e., professors and associate professors; and b) research and clinical faculty. Senior administrative staff are defined as chancellors and deans.

Faculty who are awarded *emeritus/emerita* status will retain their rank at the time of retirement followed by the designation "*Emeritus/Emerita*."

Ordinarily, *emeritus* status will not be granted to an individual who has served less than seven years. Exceptions to this policy may be considered for an individual who has made an outstanding contribution to the University during a briefer period of service. *Emeritus* status may be granted prior to retirement for those who have served the University in an eligible administrative position for at least five years and who resign such positions to return to the faculty.

To recommend *emeritus* status for a retiring faculty member or a senior administrator, the individual's immediate unit head should prepare a letter of justification with supporting documentation. The request should be reviewed by the appropriate person at each level in the channel, with final review and recommendation in all cases at the level of Provost and Vice Chancellor for Academic Affairs. For example, a faculty member's application for *emeritus* status would ordinarily begin with the Department Head and be reviewed by the Dean and the Provost. The Provost shall appoint an *Emeritus* Review Committee to review all requests for *emeritus* status and to insure that uniform campus standards for extraordinary service are applied to each case. The Committee shall operate under rules established by and will be advisory to the Provost. The Provost's affirmative recommendations for the granting of *emeritus* status will be submitted to the Chancellor, who in turn will send his/her recommendation to the Board of Trustees for approval. The Board of Trustees Office will send a letter to the individuals confirming the designation of *emeritus* status.

Approval at the campus level of the *emeritus* designation does not entitle the recipient to space, additional personnel, or equipment, unless a request is separately approved by the department, and the college when appropriate. Requests for additional space, personnel, or equipment will not be granted for any *emeritus* academic administrator unless he/she is employed by the campus after retirement, i.e., he/she receives a contract for pay from the Board of Trustees.

Questions regarding this policy or its implementation should be directed to the Provost's Office.