

**MEMORANDUM FOR:** Academic Deans and Chairs

**FROM:** Paul J. Fonteyn, Provost & Vice Chancellor for Academic Affairs

**SUBJECT:** Professor Emerita/Emeritus

This memorandum seeks to clarify the current policy and procedures for conferring the honor of professor emerita/emeritus. It is my expectation that chairs will share this information with members of their respective departments, since there is often confusion about the policy as well as its accompanying procedures among the faculty.

Current Trustee policy is as follows:

Emeritus status is available only to those who have permanently retired from the University. Normally, it shall be granted only to those with ten or more years of service and who have attained the rank of full professor. Emeritus status shall be awarded by the Campus Chancellor only upon recommendation by the Provost (T93-054).

The general procedures to be followed are:

1. Anyone, including members of the faculty, may propose conferring the title of professor emerita/emeritus.
2. The process of recommendation and its accompanying documentation begins with the candidate's department. The term "department" is used deliberately because the process does not involve personnel action. It is, therefore, not a matter that has to be considered by the departmental personnel committee, although a department, if it so wishes, may choose to have its personnel committee make a recommendation. In the case of the latter course of action, the chair of the department must also make her or his recommendation.
3. A dean, upon receiving the departmental recommendation, makes a recommendation to the Provost (please note that at both the departmental as well as the dean's level, "the case must be made" on behalf of the candidate who is being recommended for the honor.)
4. The Provost, after receiving a dean's recommendation, makes a recommendation to the Chancellor, who in turn makes the final decision.
5. Each level in this chain of decision making must be guided by the provisions of T93-054:
  - a) Emeritus status is available only to those who have permanently retired from the University;

- b) Normally, this status is granted only to those with ten or more years of service;
  - c) Normally, the status is granted only to those who have attained the rank of full professor.
6. It is the position of the Campus that years of service at Boston State College count toward "years of service" as used in 5(b) above.
  7. It is advisable that we note that a professor emerita/emeritus, while honored, is nevertheless a retired faculty member. She or he is not a member of the faculty/librarian bargaining unit, is not paid from the University's budget, and does not occupy a faculty line. Nor does she or he hold the rights and responsibilities of the regular faculty. In particular, it would be inappropriate for a professor emerita/emeritus to hold voting privileges within a department or program.
  8. There has been a time-honored policy to extend all possible courtesies to retired faculty members. These courtesies have included the use of the libraries and office space, when the latter is available.