

# ***Overview: Professor Emeritus/Emerita***

## **CUNY MANUAL OF GENERAL POLICY**

### **Policy 5.17 Professor Emeritus**

The title of Professor Emeritus shall be automatically conferred upon all full professors who have honorably retired after a period of service in the institution of more than ten years.

In addition, individuals holding professorial titles who have honorably retired may also be designated as “emeritus” in their professional title, regardless of the period of service, if the college president agrees with the affirmative recommendation of the relevant department personnel and budget committee and the college personnel and budget committee.

## **FACULTY PERSONNEL PROCESS GUIDELINES, effective FALL 2015**

### **II.L. Policy on Professor Emeritus/Emerita Status**

II.L.1. At all CUNY colleges, the title of Professor Emeritus/Emerita is automatically conferred on full professors who honorably retire after more than 10 years of service. Retired full professors who have served 10 or more years and who wish to formalize their Emeritus/Emerita rank should apply in writing to the President, who is responsible for confirming their Emeritus/Emerita status.

II.L.2. In exceptional cases the title of Emeritus/Emerita may be conferred on associate or assistant professors who retire or on full professors who retire with fewer than 10 years of service.

II.L.3. Criteria for Awarding Emeritus/Emerita Rank in Exceptional Cases include

- Evidence of outstanding teaching or service to the college community over a period of at least 10 years, or
- Record of meritorious research and publication.

II.L.4. Process for Awarding Emeritus/Emerita Rank in Exceptional Cases:

- Candidates apply to their department P&Bs for Emeritus/Emerita rank.
- Chairpersons refer departmental votes on these applications to the FPC for review.
- The FPC reviews each case and makes a recommendation to the President for final approval.

II.L.5. Privileges for Emeritus/Emerita faculty may include:

- Access to space for research and writing, if available
- Inclusion of name on list of faculty in the college catalogue and other relevant publications
- Inclusion in campus events open to college employees (e.g. lectures, receptions)
- Invitations to participate in college ceremonies, commencement processions, and convocations
- College email account and intranet access
- College library access
- College mailbox, if space is available

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- Opportunity to serve in a volunteer capacity (e.g. as tutor, events facilitator, consultant to grant-writers or report-writers, research mentor to junior faculty)
- Opportunity to teach independent study courses in a volunteer capacity
- Use of college recreational and social facilities on the same basis as other faculty
- Listing as faculty on college website
- John Jay ID card