



MEDICAL SCHOOL PROCEDURE

Emeriti Faculty

Senior Leader: Medical School Dean

Responsible University Officer: Associate Dean for Faculty Affairs, Medical School

Policy Owner: Associate Dean for Faculty Affairs, Medical School

Policy Contact: Office of Faculty Affairs; ms-ofa@umn.edu or (612) 624-5442

PROCEDURE STATEMENT

All tenured faculty members who retire from the Medical School under any circumstances, including a terminal agreement or completion of a phased retirement, after at least five years of employment at the University and at an age where retirement is allowable under University policy are eligible to be granted the title of emeriti. This term does not include a faculty member who was terminated under cause.

The title of emeritus is not granted to faculty who leave the University for full time employment in a tenured position at another institution.

PROCEDURES

Departments should submit a [Request for Emeritus Status](#) that includes a signed letter from the department head confirming that the retiring faculty member has met the requirements for emeritus status. The Associate Dean for Faculty Affairs will review the request, and send notice of emeriti title and status to the faculty member, department head, HR manager and submitter.

Non-tenure track emeriti requests may be considered on an exceptional basis, and would fall under the “Special Circumstances” request, within the University [Procedure: Conferring the Title of Faculty Emeriti](#). Departments will submit requests to the Office of Faculty Affairs, and include the following:

1. a statement justifying the action proposed and other appropriate documentation such as letters of support providing the justification for the action proposed
2. approval by a 2/3 majority of the tenured faculty in the unit, and
3. approval of the department head/chair.

Once approved by the Dean of the Medical School, the request with justification and supporting documentation is submitted to the University President for recommendation to the Board of Regents.

RELATED INFORMATION

- [Administrative Policy: Emeriti Title for Retired Faculty](#)
- [Procedure: Conferring the Title of Faculty Emeriti](#)

- [Board of Regents Policy: Faculty Emeriti](#)

HISTORY

Approved and Enacted by the Office of Faculty Affairs:

February 20, 2019

Updated by the Office of Faculty Affairs:

May 5, 2022

Updated by the Office of Faculty Affairs:

July 19, 2023 (revised to gender neutral language, emeriti)

Updated by the Office of Faculty Affairs:

April 26, 2024