



Recommending Emeritus Status

The Emeritus Faculty is comprised of retired members of the faculty who have been appointed to the emeritus status subsequent to their retirement. Emeritus faculty members may be called upon to serve the University in various capacities, and may be accorded various rights and benefits of the university. Emeritus status may be awarded to Academic Personnel who retire after long and distinguished service to the University.

Nominations for emeriti status shall be initiated by the department head and/or dean. The recommendation should include:

1. An updated Curriculum Vitae.
2. A nomination letter from the dean or department head that includes a substantive narrative addressing how the nominee qualifies for emeritus status. The nomination letter should refer to specific evidence of the nominee's qualifications, as well as an explicit statement that the faculty member has retired or is retiring in good standing.
3. The results of a vote on the awarding of emeriti status taken from all department faculty.
4. Although the application need not include the materials themselves, evidence such as publications, awards, and acknowledgements of outstanding service should be cited in sufficient detail. The nomination for Academic personnel may also include other materials, such as letters of commendations or other special recognition.
5. Upon receipt of materials from the department, the Dean will provide a recommendation concerning the faculty member's eligibility to the Provost. The Provost will make a final university-level recommendation to the President of the University, who will then forward his recommendation to the Trustees.
6. If the Board approves the recommendation for emeritus status the faculty member will receive a letter from our office indicating they have been granted Emeritus status.

Academic Affairs recommends emeritus status to the Board of Trustees twice a year, January and September. The deadline for submitting materials to Academic Affairs is August 1 and December 1.

All materials should be emailed directly to facultyaffairs@uwyo.edu

For questions please contact Academic Affairs at 307-766-4286.