

Emerit Status Process

Purpose: Provides the process for faculty, limited appointees, academic staff, and university staff to request emerit status.

Process:

1. Recommendations for emerit status for retiring faculty, limited appointees, academic staff, or university staff usually begin at the department level (through the executive committee, when necessary) and proceed through the dean's office or director's office to the Chancellor. The recommendation should include all of the following:
 - a narrative summary citing the professional accomplishments and record of university service of the retiring faculty, limited appointee, academic staff, or university staff;
 - expected date of retirement (copy of retirement letter);
 - dean/director approval.
2. If the employee holds a tenured or affiliate appointment in another department, the employee or the dean's/director's office should confer with that department directly to coordinate the recommendation.
3. Recommendations may be submitted throughout the year.

Resources:

[UW-5090: Emerit Status Policy](#)