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|  | **Effective:** *01/01/2018*  **Last Updated:** *2/6/2025*  **Next Review:** *11/1/2026*  **Responsible University Office:**  *Faculty Affairs and Professional Development*  **Responsible University Administrator: *Executive Associate Dean for Faculty Affairs and Professional Development***  **Procedure Contact: *Director of Operations and Systems*** |

**Department**

1. Confirm eligibility for Emeritus status (see [Emeritus Policy](https://facultycouncil.iupui.edu/media/ae94f0ca-9143-4a36-885e-aa9d526dbb6f/PUgVAQ/FCContent/documents/policies/2002-03%20Academic%20Year%20and%20Older/emerituspolicyapprovedfc000406.pdf))
2. Email the following items as a single PDF document to IUSM Faculty Affairs at [acadadmn@iu.edu](mailto:acadadmn@iu.edu)
   1. A letter of recommendation from the department chair or regional campus dean.
      1. The letter must summarize the faculty’s professional accomplishments and university service. Ensure the letter has three to five bullet points of career highlights (per the Chancellor’s request).
   2. A letter or email from the faculty indicating their retirement and expected retirement date.
   3. c. If the candidate holds a non-adjunct appointment in other departments, the primary department/regional campus must obtain approval from the chair of those departments and include it in the submission.

**Faculty Affairs**

1. Confirm eligibility for Emeritus status (see [Emeritus Policy](https://facultycouncil.iupui.edu/media/ae94f0ca-9143-4a36-885e-aa9d526dbb6f/PUgVAQ/FCContent/documents/policies/2002-03%20Academic%20Year%20and%20Older/emerituspolicyapprovedfc000406.pdf))
2. Obtain approval and a letter of support from the Executive Associate Dean for Faculty Affairs and Professional Development.
3. Forward the request to IUI Faculty Affairs.
4. Notify the requestor once final approved and include instructions for the Terminate eDoc.

Related Information

IU Faculty Council Emeritus Policy found here <https://facultycouncil.iupui.edu/Governance/Policies-Resolutions> under Policies Related to Faculty Appointments <https://facultycouncil.iupui.edu/media/ae94f0ca-9143-4a36-885e-aa9d526dbb6f/PUgVAQ/FCContent/documents/policies/2002-03%20Academic%20Year%20and%20Older/emerituspolicyapprovedfc000406.pdf>