INDIANA UNIVERSITY SCHOOL OF MEDICINE
FACULTY AFFAIRS AND PROFESSIONAL DEVELOPMENT

Emeritus Faculty Appointment

Effective: *01/01/2018*
Last Updated: *9/16/2026*
Next Review: *11/1/2027*

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).
2. Emeritus nominations may be initiated by either the faculty member or the department chair or regional campus dean. The complete nomination packet must include:
    a) A letter of recommendation from the department chair or regional campus dean.
        i. The letter must summarize the faculty member's professional accomplishments, university service, and contributions to teaching, research/scholarship, leadership, and academic citizenship.
        ii. The recommendation letter must include three to five bullet points highlighting the faculty member's most significant career achievements (per the Chancellor's request).
    b) A current curriculum vitae (CV).
    c) A copy of the faculty member's letter or email indicating their intent to retire and expected retirement date
    d) Faculty–initiated nominations: Include a statement (not to exceed two pages) describing their most significant contributions to:
        i. Research
        ii. Teaching
        iii. Service to the school, campus, and university
        iv. Service to the profession and community
        v. Academic citizenship
    e) Joint appointments: If the candidate holds a non-adjunct appointment in another department, obtain approval from the chair of that department and include the approval documentation in the nomination packet.
3. Combine all materials into a single PDF packet to IUSM Faculty Affairs at acadadmn@iu.edu.

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Faculty Affairs

1. Confirm eligibility for Emeritus status (see Emeritus Policy)
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

IUI Office of the Provost Emeritus Policy found here: https://provost.indianapolis.iu.edu/Faculty-Affairs-Resources/Emeritus-Status-Process
IU Emeritus Status Policy found here: https://policies.iu.edu/policies/bot-19-emeritus-status/index.html