

REQUEST FOR EMERITUS/EMERITA STATUS

The CUNY Manual of General Policy governs the granting of Emeritus/Emerita status: “The title of Professor Emeritus shall be automatically conferred upon all full professors who have honorably retired after a period of service to the institution of more than ten years” ([Policy 5.17](#)).

Faculty who are honorably retired, have served the institution for more than ten years and holding at the time of retirement a professorial title below the rank of Full Professor (i.e., Assistant or Associate Professor), or Full Professors who have not served Baruch College for at least ten years, may apply for consideration for designation as “Emeritus/Emerita” at the rank held at the point of retirement (e.g., “Associate Professor Emerita”). The title is not automatically granted; rather, its conferral is subject to several approval steps (see attached flow chart).

In order to apply for Emeritus/Emerita status, the faculty member must complete the Request for Emeritus/Emerita Status Form and forward it to the Departmental Executive Committee for consideration. The Departmental Executive Committee will record its recommendation by checking the appropriate box on the Form, which will then be forwarded to the Office of Academic Administration for inclusion on the agenda of the next College Personnel and Budget Committee meeting.¹ The College Personnel and Budget Committee will record its recommendation by checking the appropriate box on the Form. The request will then be forwarded to the College President for consideration and a final decision.

A positive decision by the College President will result in a letter of conferral of Emeritus/Emerita status from the Office of the President. A negative decision will result in a letter transmitting this information to the faculty member. There are no appeals of a denial of the request for Emeritus/Emerita status. The faculty member must receive official written notification in order to utilize the title “Emeritus/Emerita.”

¹ Note that the School P&B Committee is not involved in this process, as per the CUNY Manual of General Policy

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Name: _____

Department: _____

Date of retirement: _____

Rank upon retirement: _____

Please attach a brief – not more than one page – explanation supporting your request for Emeritus/Emerita status, taking into consideration your scholarship, teaching, and service contributions.

Faculty Signature: _____

Date: _____

Recommendation of the Departmental Executive Committee

Recommended Not Recommended

Signature of Departmental Executive Committee Chair: _____

Recommendation of the College P&B Committee

Recommended Not Recommended

Signature of College P&B Committee Secretary: _____

Decision of College President

Request Approved Request Denied

Signature of College President: _____