



Emeritus status can be awarded to a faculty or staff member at the time of retirement by recommendation of the departments and colleges from which they are retiring.

The process for granting emeritus status is as follows:

1. The Faculty votes to recommend the emeritus status
2. The Department Chair writes a letter to the Dean reporting the faculty vote and make their recommendation to grant emeritus status.
3. The Dean would then write a letter or sign Chair's letter indicating approval of the Chair's recommendation.
4. Send above documentation to Office for Faculty in 308 Park. Questions can be directed to the office via email or phone at officeforfaculty@utah.edu or 801.581.8763.

Once approved by the Senior Vice President and President, the recommendation is forwarded to the Senate and Board of Trustees.