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 Heather Call in 308 Park.
Questions can be directed to Heather via email or phone at
heather.call@utah.edu or 801.585.5355.

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