

## REQUIREMENTS FOR AWARD OF EMERITUS

The following guidelines are intended to assist departments through the Emeritus approval process at the University of Massachusetts Medical School. Please submit the following to the Office of Faculty Affairs:

- Original letter from Department Chair to Assistant Provost of Faculty Affairs, including two copies. The letter should include the following:
  - statement acknowledging that recommendation concurs with support of Departmental faculty and Emeritus Review Committee, if applicable;
  - brief description of the faculty member's educational and professional history;
  - narrative documenting that individual's accomplishments in the areas of the academic mission (teaching, research, service and patient care where applicable) meet the requirements for Emeritus status as per the Academic Personnel Policy, Section 5.1:

“The term Emeritus shall follow the academic title of any member of the faculty who, at the time of retirement, is so designated by the Chancellor upon recommendation of the Chancellor's designee for academic affairs and upon the request of the Department Chair (or Dean, in schools without departments), and the Dean. This title shall only be awarded to a faculty member who has achieved the level of Full Professor and attained **international recognition** in his/her academic discipline and who has been an active member of the faculty for at least ten years prior to retirement.”

- Current Curriculum Vitae (dated within 90 days of submission of the packet):
  - education, degrees, licensure and board certification (if relevant);
  - professional experience including research, teaching and service;
  - complete summary year by year of educational activities including courses taught, number of students trained or mentored, grand rounds, among others;
  - complete summary of service on committees, task forces, etc and applicable dates;
  - complete bibliography with citations clearly separated and distinguished as original peer reviewed articles, abstracts, books or chapters, case reports and technical manuals;
  - invited presentations at national and international meetings;
  - service on editorial boards and study sections;
  - grant award information, including grant agencies, award periods of total funds awarded;
  - list of past post-docs and graduate students and their current positions, if applicable.