



# Dean's Office Faculty Affairs

## Checklist - Emeriti Requests

Candidate's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Distributed Site (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

To recommend that a faculty member be awarded Emerita / Emeritus status.

### Reference:

- .. UBC Senate Policy [Emeritus Status](#)
- .. Faculty of Medicine Policy on Academic Ranks, Appointment, Reappointment, and Promotion for Clinical Faculty
- .. Faculty of Medicine Guide to Partner, Clinical, Adjunct, and Honorary Emeriti Recommendations

### General Information:

Emerita / Emeritus status is granted to retiring faculty members upon recommendation if they meet Senate's criteria.

Faculty Relations facilitates the processing of emeritus status for retiring tenure stream faculty members; no action is required from Departments, School, or the Faculty of Medicine

Partner, Clinical, Adjunct, and Honorary Faculty are awarded Emerita / Emeritus status upon the recommendation of the Department Head / School Director and the Dean of Medicine. Please review the Faculty of Medicine Partner, Clinical, Adjunct, and Honorary Emeriti Procedures for details regarding this process, including eligibility requirements. These particular Emeriti recommendations should be received in the Dean's Office by early April (for January 1 to June 30 retirements) or early November (for July 1 to December 31 retirements).

The checklist for **Partner, Clinical, Adjunct, and Honorary Emeriti** recommendations is listed below.

### Please forward the following as a package to the Dean's Office, Faculty Affairs:

#### 1. Letter of Recommendation from Dept Head / School Director to the Dean:

- Statement of recommendation..... 0
- Confirmation that the faculty member has retired from active service to the University..... 0
- Vote of the Departmental Committee on Appointments and Promotions ..... 0
- Justification for the recommendation, including information on how the faculty member meets the criteria for Emeriti status..... 0

#### 2. Curriculum Vitae:

- Initialed by candidate..... 0
- Dated appropriately ..... 0
- Presented in [UBC format](#)..... 0

**Note: Please initiate HR Business Processes in Workday, accompanied by the faculty member's original retirement notice, to bring their appointment to an end prior to forwarding the package to the Dean's Office.**