



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Professor Emeritus Selection	
Page 1 of 2	Implementing Procedure For Policy # 6.08
Date Approved/Revised: 4/04/06, 6/28/06	Division: Academic Affairs

Faculty may not apply for this rank. Candidates must be nominated by their department in accordance with the Professor Emeritus Selection Procedures outlined below:

Professor Emeritus Selection Procedures

1. By August 1st of each year, the Vice President for Instructional Affairs will notify the deans of faculty who will be retiring during the upcoming academic year.
2. By January 1st and September 1st of each year, the Instructional dean for the area will seek notification from the program facilitator, instructional manager or associate dean of department nominations for Professor Emeritus.
3. At the beginning of the term in which a faculty member retires, a member of the department may nominate a retiree for Professor Emeritus. The nomination *must include the following documentation*:
 - a. A brief letter from the nominee stating that he or she will accept the title if awarded.
 - b. The nominee's curriculum vita.
 - c. *Optional* materials that illustrate the nominee's excellence in fulfilling the CF Faculty Roles and Responsibilities of: Teaching Effectiveness, Professional Development, Service to the College, Service to Students, and Public Service *may be included* with the nomination. These materials may include but are not limited to:
 - i. Testimonial letters from colleagues and students
 - ii. Student evaluations
 - iii. Samples of published works
 - iv. An electronic portfolio
 - v. Other appropriate materials
4. The responsibility to gather and submit supporting documentation for the nominee belongs to the nominating department.

5. The nomination is submitted to the program facilitator, or in the absence of the program facilitator, the instructional manager, associate dean or dean, with the department voting on the nomination. The nomination must be approved by a majority of the full-time faculty members in the department.
6. Approved nominations must be submitted to the Dean for the area prior to the end of the fourth week of the semester in which the candidate is scheduled to retire.
7. Nominations approved by the Dean are forwarded to the Vice President for Instructional Affairs for review. Upon approval, the Vice President for Instructional Affairs forwards the recommendation to the President for approval.
8. Upon approval by the President, the Vice President for Instructional Affairs will inform the dean for the area, the nominee, and the Office for Human Resources that the faculty member has attained Emeritus status.

Vice President, Academic Affairs		Date:
Approved by President		Date: