




ACADEMIC AFFAIRS
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MEMORANDUM

TO: Deans
Gregg Fields, Vice President of Research
Jim Sullivan, Executive Director, HBOI

FROM: Kenneth Dawson-Scully, Provost and Executive Vice President
Academic Affairs 

DATE January 29, 2026

SUBJECT: **Policy on Emeritus Professors, Librarians, and Scholar/Scientist/Engineer/Research Professor (Supersedes all previous memoranda)**

Effective Fall 2026, the Emeritus nomination and review process will follow the timeline outlined below. Nominations for Emeritus titles will be accepted twice each academic year: once during the fall semester and once during the spring semester.

Timeline

Fall

August 1 – September 30	Colleges submit nomination packets to the Provost's Office
October (first Monday)	The Provost's Office submits packets to the Honors and Awards Committee
November (first Monday)	Recommendations due to the Provost's Office by the Honors and Awards Committee. Nominations with a positive recommendation sent to the President for final approval

Spring

February 1 – March 31	Colleges submit nomination packets to the Provost's Office
April (first Monday)	The Provost's Office submits packets to the Honors and Awards Committee
May (first Monday)	Recommendations due to the Provost's Office by the Honors and Awards Committee. Nominations with a positive recommendation sent to the President for final approval

Emeritus Professor

The title of Emeritus Professor is an honorary title which may be conferred to retired faculty or academic administrators who have a long-term history of meritorious service to higher education and Florida Atlantic University. The awarding of this title is considered an honor and will not be automatically conferred on all retiring faculty.

Eligibility

1. The faculty member must be retired from Florida Atlantic University for at least six months. If the faculty member returns to FAU in any capacity in less than twelve months from the retirement date, benefits may be impacted. Faculty members who elected to enter the Phased Retirement Program or elect to enter the Deferred Retirement Option Program (DROP) are eligible upon completion of these programs.
2. The faculty member held a faculty appointment at the rank of Professor, with tenure, and continued to meet the University's standards of performance in all areas expected at this rank.
3. At the time of retirement, the faculty member had twenty (20) years of active, full-time academic service in higher education, with a minimum of ten (10) years at Florida Atlantic University. Periods of leave with pay will count towards years of service (for example, sabbatical leave, administrative leave).
4. The faculty member has a record of distinguished service to Florida Atlantic University and to their academic field, with significant contributions in teaching, research and service that are consistent and continuing.
5. A member of the faculty who does not meet these criteria but who has made exceptional contributions to the University in the areas of teaching, scholarship, administration or other achievements may be recommended for Emeritus status by their academic department.

Procedures

1. Nominations may be made by faculty members, Chairs or Directors of academic units, Deans or other administrators.
2. The Chair or Director is responsible (in concert with the nominator) for compiling information to support the award according to the eligibility criteria listed above. Typically, this will include an up-to-date *curriculum vitae* and additional supportive documentation.
3. The academic unit must meet and vote on all nominations, regardless of the origin of the nomination, using a simple majority vote. The Chair or Director will transmit this information and documentation to the Dean.
4. The Dean will forward the package of materials, with a letter expressing his/her recommendation, to the Provost's Office at AAPT@FAU.edu. The Provost's Office will ask the UFS Honors and Awards Committee to evaluate the portfolio and make a recommendation.
5. The Provost's Office will forward the package of materials to the University President, who will make the final decision.

Privileges

The following privileges, to the extent available will be provided:

1. The appointment to Emeritus status will be at the rank held at retirement
2. Retired employee identification card
3. Use of the University Library
4. Listing in the University Catalog*
5. Listing in the University Directory (when appropriate)*
6. Placement on designated University mailing lists*
7. Option to purchase a University parking decal at adjunct rates
8. Use of University recreational facilities, in accordance with University policy
9. University e-mail address*
10. A mailbox in the department/unit from which retired, subject to availability*
11. Office or laboratory space, in accordance with University policy and space availability*
12. Eligibility to participate in college and department activities, on a non-voting basis
13. Eligibility to serve on graduate committees, subject to the approval of the Dean of the Graduate College
14. Participation in grant and contract endeavors with permission of the Vice President of Research
15. An invitation to all formal faculty convocations and similar events including University Commencement
16. The opportunity to purchase tickets for University athletic and cultural events at faculty rates
17. The opportunity to make purchases at the University Bookstore at the faculty rate

*The faculty member's previously assigned academic unit would be responsible.

Librarian Emeritus

The title of Librarian Emeritus is an honorary title which may be conferred to retired librarians who have a long-term history of meritorious service to the University and have a significant record in professional performance, research and scholarship. The awarding of this title is considered an honor and will not be automatically conferred on all retiring librarians.

Eligibility

1. The candidate must be retired from Florida Atlantic University for at least six months. If the candidate returns to FAU in any capacity in less than twelve months from the retirement date, benefits may be impacted. Librarians who elected to enter the Phased Retirement Program or elect to enter the Deferred Retirement Option Program (DROP) are eligible upon completion of these programs.
2. The candidate must have held an appointment at the rank of University Librarian and continued to meet the University's standards of performance in all areas expected at this rank.

3. At the time of retirement, the candidate shall have a minimum total of twenty (20) years of active, full-time professional library service, with a minimum of ten (10) years as a librarian at Florida Atlantic University. Periods of leave with pay (for example, sabbatical leave, administrative leave) will be applied consistent with the FAU Libraries Promotion Guidelines.
4. The decision whether or not to award emeritus standing shall be based primarily on the candidate's record of demonstrated accomplishment in the FAU Libraries and the University in the three areas: (1) librarianship, (2) service, and (3) scholarship, research, and/or creative endeavor.

Procedure

1. Nominations may be made in writing either by a professional colleague within the FAU Libraries or by the candidate and submitted to the Libraries Faculty Assembly. The Faculty Assembly chair shall then refer nominations to the FAU Libraries Promotions Committee.
2. The candidate is responsible (in concert with the nominator) for compiling information to support the award according to the eligibility criteria listed above. Typically, this will include an up-to-date *curriculum vitae* and additional supportive documentation.
3. The FAU Libraries Promotion Committee has primary responsibility for reviewing the packet for completeness and for making a recommendation to the Chair of the Libraries Faculty Assembly. The Chair will then call an assembly meeting to announce the nomination(s) and review the committee's recommendations for discussion at the assembly. A simple majority vote by written, secret ballot will be called for within 30 days of this assembly meeting. During this time all documentation submitted by the candidate will be available for review by the library faculty.
4. If the candidate's contributions to the FAU Libraries and the University are recognized as meritorious as determined by a simple majority vote of all Librarians, such determination then shall be transmitted to the Dean of Libraries.
5. The Dean of Libraries shall forward the documentation, including the Library Faculty Assembly's endorsement, with a letter expressing his/her recommendations, to the University Provost's Office at AAPT@FAU.edu. The Provost's Office will forward the documentation to the UFS Honors and Awards Committee to evaluate the portfolio and make a recommendation.
6. The Provost's Office will forward all the documentation to the University President, who will make the final decision.

Privileges

The following privileges, to the extent available will be provided:

1. Retired employee identification card
2. Use of the University Libraries resources and services
3. Listing in the University Catalog*
4. Listing in the University Directory (when appropriate)
5. Placement on designated University/Libraries mailing lists*

6. Option to purchase a University parking decal at adjunct rates
7. Use of University recreational facilities, in accordance with University policy
8. University e-mail address*
9. A mailbox in the Library/department from which retired, subject to space availability*
10. Office space, in accordance with University policy and space availability*
11. Eligibility to participate in Library activities, on a non-voting basis
12. Participation in grant and contract endeavors with permission from the Vice President for Research.
13. An invitation to all formal faculty convocations and similar events including University Commencement
14. The opportunity to purchase tickets for University athletic and cultural events at faculty rates
15. The opportunity to make purchases at the University bookstore at the faculty rate
16. Eligibility to participate in training courses offered by SEFLIN, FAU Office of Information Technology (OIT), and the Libraries
17. Inclusion in Libraries cultural and award events*
18. Business cards*

*The Library faculty member's previously assigned unit would be responsible

Expectations

Emeritus faculty have an obligation to cite Florida Atlantic University Libraries as their academic affiliation when university resources and/or university facilities are used in the performance of their professional activities. Emeritus faculty are encouraged to contribute their knowledge and skills to the intellectual and cultural life of the University.

Emeritus Scholar/Scientist/Engineer/Research Professor

The title of Emeritus Scholar/Scientist/Engineer/Research Professor is an honorary title which may be conferred to retired faculty or administrators who were in the position of Scholar/Scientist/Engineer/Research Professor and who have a long-term history of meritorious service to higher education and Florida Atlantic University. The awarding of this title is considered an honor and will not be automatically conferred on all retiring faculty.

Eligibility

1. The Scholar/Scientist/Engineer/Research Professor must be retired from Florida Atlantic University for at least six months. If the faculty member returns to FAU in any capacity in less than twelve months from the retirement date, benefits may be impacted. Faculty who elected to enter the Phased Retirement Program or elect to enter the Deferred Retirement Option Program (DROP) are eligible upon completion of these programs.

2. The faculty member held a faculty appointment at the rank of Scholar/Scientist/Engineer/Research Professor, and continued to meet the University's standards of performance in all areas expected at their rank.
3. At the time of retirement, the faculty member had twenty (20) years of active, full-time academic service in higher education, with a minimum of ten (10) years at Florida Atlantic University. Periods of leave with pay will count toward years of service (for example, sabbatical leave, administrative leave).
4. The faculty member has a record of distinguished service to Florida Atlantic University and to their academic field, with significant contributions in their area that are consistent and continuing.
5. A member of the faculty who does not meet these criteria but who has made exceptional contributions to the University in their area may be recommended for emeritus status by their academic department.

Procedure

1. Nominations may be made by faculty members, Chairs or Directors of academic units, Deans or other administrators.
2. The Chair or Director is responsible (in concert with the nominator) for compiling information to support the award according to the eligibility criteria listed above. Typically this will include an up-to-date *curriculum vitae* and additional supportive documentation.
3. The academic unit must meet and vote on all nominations, regardless of the origin of the nomination. The Chair or Director will transmit this information and documentation to the Dean.
4. The Dean shall forward the package of materials, with a letter expressing his/her recommendation, to the Provost's Office. The Provost's Office will forward the documentation to the UFS Honors and Awards Committee to evaluate the portfolio and make a recommendation.
5. The Provost's Office will forward the package of materials to the University President, who will make the final decision.

Privileges

The following privileges, to the extent available, will be provided to Emeritus faculty:

1. The appointment to Emeritus status will be at the rank held at retirement.
2. Retired employee identification card
3. Use of the University Library
4. Listing in the University Catalog
5. Listing in the University Directory, when appropriate
6. Placement on designated university mailing lists
7. Option to purchase a university parking decal at adjunct rates
8. Use of University recreational facilities, in accordance with University policies
9. University e-mail address

10. A mailbox in the department/unit from which retired, subject to space availability
11. Office or laboratory space, in accordance with university policy and space availability
12. Eligibility to participate in college and department activities, on a non-voting basis
13. Eligibility to serve on graduate committees, subject to the approval of the Dean of the Graduate College
14. Participation in grant and contract endeavors, subject to the approval of the Vice President for Research
15. An invitation to all formal faculty convocations and similar events including University Commencement
16. The opportunity to purchase tickets for University athletic and cultural events at faculty rates
17. The opportunity to make purchases at the University Bookstore at the faculty rate

Cc: Stephen Engle, Associate Provost, Academic Personnel