

Dean, department chair, or academic program director of the school, college, or academic department/program where the faculty member holds an eligible appointment (or his or her designee):

1. Several months before a University employee who is eligible for emeritus/emmerita status is scheduled to retire, the dean, department chair, or academic program director consults with the executive committee or other appropriate faculty advisory group to consider whether to recommend the individual for emeritus/emmerita status.
2. Where the review by the faculty advisory committee takes place in an academic department or program, the department chair or academic program director must then forward the recommendation to the relevant dean for him or her to consider

Dean and, for clinical instructional faculty (Ann Arbor campus only), provost:

If the dean endorses the recommendation, he or she notifies the department chair or program director, where applicable. For clinical instructional faculty, dean forwards the recommendation to the provost for review (Ann Arbor campus only), who considers the recommendation and conveys a decision to the dean or director.

Dean, department chair, or academic program director (or his or her designee):

At least sixty days before the date on which the faculty member will retire, prepares a retirement memoir and submits the memoir, the necessary information for the recommended change in appointment, and the contact information for the person who prepared the memoir to the Office of Human Resources Records and Information Services (HRRIS).

Also sends an electronic copy of the memoir file to the vice president and secretary of the University.

Guidelines and sample memoirs can be found at www.umich.edu/~regents/meetings/materials.html.

Director of the Office of Human Resources Records and Information Services (HRRIS) (or his or her designee):

1. Reviews the recommendation. If the recommendation conforms to the SPG regulations, then the individual forwards a copy of the retirement memoir to the chancellor for review (Dearborn and Flint campuses only), who will provide a copy to the provost.
2. HRRIS also forwards any necessary information about the requested change in appointment, a copy of the retirement memoir, and the individual's personnel file to the Office of the Vice President and Secretary of the University.

Provost and Executive Vice President for Academic Affairs (or his or her designee):

Reviews the retirement memoir and notifies the vice president and secretary in a timely manner only if the provost has concerns about the recommendation. The absence of such notification to the vice president and secretary will signify the provost's endorsement of the recommendation.

Office of the Vice President and Secretary of the University:

Reviews the retirement memoir and submits a request to the Board of Regents to adopt the memoir and award emeritus/emmerita status to the faculty member.

Board of Regents:

Acts on the recommendation.

Office of the Vice President and Secretary of the University:

1. Sends a letter to the faculty members to whom the Regents have granted emeritus/emmerita status, with a copy of the retirement memoir.
2. Sends a copy of the letter and memoir to HRRIS, the faculty member's unit(s), and the appropriate dean(s).

HRRIS:

Completes processing of the emeritus/emmerita title(s) and inserts a copy of the letter and the retirement memoir in the individual's personnel file.

Provost and Executive Vice President for Academic Affairs (or his or her designee):

Reviews the retirement memoir and notifies the Vice President and Secretary in a timely manner only if the Provost has concerns about the recommendation. The absence of such notification to the Vice President and Secretary will signify the Provost's endorsement of the recommendation.

Revocation of Emeritus/Emerita Status:

A final recommendation to revoke Emeritus/Emerita status rests with the President, and the final decision to revoke the status rests with the Board of Regents. The process to revoke will generally be initiated by the Dean of the school or college where the faculty member held their primary appointment. In the event the Dean declines to initiate the process, it may be initiated by either the Provost on the Ann Arbor campus, at the University of Michigan-Dearborn or Flint by the appropriate Chancellor, or by the President of the University.

Before a recommendation to revoke emeritus/emmerita status is made to or by the President, the following process must be followed.

1. When initiated by the Dean:

The Dean consults with the executive committee or other appropriate faculty advisory group to consider whether to recommend revoking the individual's emeritus/emmerita status.

The Dean will forward their recommendation, with supporting rationale to the Provost or Chancellor (as appropriate), who will either accept or reject the recommendation. If the Provost or Chancellor accepts the recommendation, it will be forwarded to the President, with supporting rationale. If the Provost or

Chancellor does not accept the recommendation, emeritus status will not be revoked.

2. When initiated by the Provost or Chancellor

The Provost or Chancellor, as appropriate, consults with an advisory committee of three faculty members, two of whom will be selected by the Senate Advisory Committee on University Affairs ("SACUA") from the Standing Judicial Committee of the Senate Assembly. The third will be selected by the Provost or Chancellor and will be from the school or college where the faculty member held their primary appointment. If, after consultation with the committee, the Provost or Chancellor recommends revocation of emeritus/emmerita status, the recommendation will be forwarded to the President, with supporting rationale.

3. When initiated by the President

The President consults with an advisory committee of three faculty members, two of whom will be chosen by SACUA from the Standing Judicial Committee of the Senate Assembly. The third will be selected by the President and will be from the school or college where the faculty member held their primary appointment.

The final recommendation to revoke emeritus/emmerita status rests with the President. If the recommendation is made to revoke emeritus/emmerita status, it will be in writing, will include supporting rationale, and will be communicated to the individual, the Provost or Chancellor as appropriate, and the Dean(s) of the affected schools and/or colleges.

The affected faculty member will have an opportunity to provide written input prior to the President's final recommendation to revoke emeritus status. This input will take place at the level where the review is initiated (i.e. Dean, Provost, Chancellor, or President).

Provost and Executive Vice President for Academic Affairs (or his or her designee):

Notifies the Vice president and Secretary of the President's final recommendation to revoke emeritus status.

Office of the Vice President and Secretary of the University:

Reviews the recommendation and submits a request to the Board of Regents to adopt it and revoke emeritus/emmerita status from the faculty member.

Board of Regents:

Acts on the recommendation.

Following Board action, the Office of the Vice President and Secretary of the University:

1. Sends a letter to the faculty members to whom the Regents have revoked emeritus/emmerita status, with a copy of the Action Request.

2. Sends a copy of the letter and Action Request to HRRIS, the faculty member's unit(s), and the appropriate Dean(s), to the Provost or Chancellor, as appropriate, and to the President.

HRRIS:

Completes processing of the revocation and inserts a copy of the Action Request in the faculty member's file.