EXCEPTIONAL CASES PROCEDURE FOR EMERITUS PROCESS

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FSR.035 – Exceptional Cases Procedure for Emeritus Process

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Faculty Emeritus/Emerita Exceptional Cases Procedure
As per the John Jay College Faculty Personnel Guidelines
Adopted December 2009

II. H Professor Emeritus/Emerita Status Policy

II. H. 1 At all CUNY colleges, including the Graduate Center, the title of Professor Emeritus/Emerita is automatically conferred on full professors who honorably retire after more than 10 years of service. Retired full professors who have served 10 or more years and who wish to formalize their Emeritus/Emerita rank should apply in writing to the President, who is responsible for confirming their emeritus/a status.

II. H. 2. In exceptional cases the title of Emeritus/Emerita may be conferred on associate or assistant professors who retire or on full professors who retire with fewer than 10 years of service.

II. H. 3. Criteria for Awarding Emeritus/Emerita Rank in Exceptional Cases includes

1. Evidence of outstanding teaching or service to the College community over a period of at least 10 years, or
2. Record of meritorious research and publication

II. H. 4 Process for Awarding Emeritus/a Rank in Exceptional Cases:

1. Candidates apply to their Department P& B Committee for Emeritus/Emerita Rank
2. Chairpersons refer departmental votes on these applications to the College P&B Committee for review
3. The College P&B Committee reviews each case and makes recommendations to the President for final approval

II. H. 5 Privileges for Emeritus/Emerita faculty may include:

1. Access to space for research and writing, if available
2. Listing of name with faculty in the College catalog and other relevant publications
3. Inclusion in campus events open to College employees (e.g. lectures, receptions)
4. Invitations to participate in public College ceremonies, commencement processions, and convocations
5. College email account and Intranet access
6. College Library access
7. College mailbox, if space is available
8. Opportunity to serve in a volunteer capacity (e.g. as tutor, events facilitator, consultant to grant-writers or report-writers, research mentor to junior faculty)
9. Opportunity to teach Independent Study courses in a volunteer capacity
10. Use of College recreational and social facilities on the same basis as other faculty
11. Listing on College website
12. John Jay ID card