

## Procedures to Request Emeritus Status for Retired or Retiring Faculty Member

The Benefits Office requires a memo from the Department Head to the Dean requesting the emeritus status and the approval of the Dean. Once the Dean has approved the memo and before the memo is forwarded to the Benefits Office, a copy will be sent to the department, to the faculty member, and a copy will be placed in the faculty member's file. There are no further approvals needed, and the Benefits Office will enter the emeritus status in Banner.

Below is a sample of memo content.

The \_\_\_\_\_ Department would like to request emeritus status for Professor \_\_\_\_\_. Per NMSU policy 8.65, emeritus status for faculty is based upon two conditions:

- (1) the faculty member is eligible for retirement under the New Mexico Educational Retirement Act or the Federal Civil Service
- (2) the faculty member is tenured at the university

Benefits for Emeritus faculty may include:

- (1) receive general university publications upon request
- (2) may be issued identification cards
- (3) be listed in the university phone directory
- (4) have on-campus office or work facilities (if available, requested, and approved)
- (5) may be requested as an emeritus consultant
- (6) individual emeritus faculty and agricultural extension faculty shall be listed for life as emeriti in the catalog

The \_\_\_\_\_ Department would like to offer Professor \_\_\_\_\_ the following benefits with the approved designation of emeritus:

List the benefits you wish to provide

Explain the merits of the professor that would demonstrate why the professor should be granted emeritus status.