Guidelines for Requesting Emeritus Status

Emeritus/Emerita Faculty:
A full-time faculty member who has served with distinction until retirement for at least 20 years, five of which have been at Tulane, may, upon recommendation of the department and the appropriate administrative officers and by action of the Board of Administrators, be awarded the title of Emeritus/Emerita. A faculty member who, at the time he or she retires, has accepted a full-time academic position at another university shall not be entitled to the emeritus appointment. In exceptional circumstances, a retired faculty member supported by the department may receive such title from the Board of Administrators upon recommendation of the president.

The candidate should hold the rank of Professor on either the full-time or part-time faculty.

Exceptions to this should be considered only under unusual circumstances to be critically evaluated by the Personnel and Honors Committee.

The candidate should have made a significant contribution in two or more categories listed below, throughout his/her tenure at Tulane:
- research
- administration
- teaching
- clinical/community service

The candidate should provide an updated curriculum vitae.

Recommendation for promotion should be by the Departmental Promotions and Tenure Committee with the approval of the Department Chair.

Supporting documentation should be submitted stating the particular contributions of the candidate.