RECOMMENDATION FOR EMERITUS STATUS PROCESS

Faculty Handbook - 2.2.7 Emeritus Status - Upon retirement from George Mason University, full-time Associate and Full Professors with ten or more years of continuous academic service may be recommended to the Board of Visitors for election to the honorary rank of Emeritus/Emerita in recognition of outstanding dedication to the university. A letter reviewing the candidate's history of teaching, research and scholarship, and service at GMU is normally initiated by the individual's LAU. The letter is forwarded to the LAU Dean/Director, the Provost and the President for accompanying recommendations.

Approval packets for Emeritus Status should contain the following:

- A memo from the dean with approval/disapproval lines for the provost and president. This memo should only be one-page with a brief history of the professor's qualifications and the dean's recommendation. (The memo should not refer to any supporting documents) The memo will be placed as a supporting document for the recommendation of the candidate on the next Board of Visitors' agenda.
- Recommendations from Chair, Committees, etc... as supporting documents to the dean's memo.

A copy of the original packet will be returned to the dean/director’s office and if approved, will be presented at the next Board of Visitors meeting as an action item.

Upon approval of the Board of Visitors, the recommended professor will receive a notification from the Board of Visitors stating their approval with copies sent to the Dean/Director and Provost Office.