

## Emeritus Status for Faculty

Faculty members in the Department of Medicine who are retiring from regular rank faculty appointments may be granted the rank of emeritus. This title recognizes career contributions to the clinical, education, and research missions of the Department of Medicine, School of Medicine, and Duke University.

Emeritus designation is conferred by the Duke University Board of Trustees, as detailed in *The Duke Faculty Handbook*.

*By action of the Board of Trustees, and after recommendation by the dean and the provost and approval by the president, regular rank faculty members who retire at age sixty-five or over, or who have served the university for at least ten years, may receive the emeritus title of the same faculty rank they held at retirement. Along with this title go certain privileges, such as inclusion in faculty mailing lists and invitations to attend appropriate university functions. In addition, of course, are the financial benefits available to all eligible retired faculty. ([https://provost.duke.edu/sites/default/files/FHB\\_Chap\\_4.pdf](https://provost.duke.edu/sites/default/files/FHB_Chap_4.pdf))*

Emeritus faculty members often choose to remain engaged in the academic life of Duke University, serving as mentors for more junior colleagues as well as participating in seminars and conferences relevant to their career academic and clinical interests.

### [School of Medicine Guidance for Review of Requests for Emeritus Status](#)

#### **Submission Process for Requesting Emeritus Status**

Prior to requesting Emeritus appointment and submitting any materials, the faculty member should have a discussion with their division chief to determine eligibility based on University and School of Medicine criteria.

#### **Faculty Member**

- At least 6 months prior to retirement, the faculty member submits a letter to the Division Chief with the following information:
  - Official date of retirement
  - Request for Emeritus appointment
  - Planned activities at Duke after retirement (e.g., continuing mentoring activities, participation in conferences, limited research-related activities, etc.)
  - Planned activities outside of Duke post retirement
  - Current Curriculum Vitae (CV) in Duke format
  - Optional: Career Narrative Statement (concise statement providing a personal perspective of your career accomplishments)

#### **Division**

When a faculty member requests an emeritus appointment, the Division provides the following package to the Department of Medicine APT office:

- 1) Nomination letter from the Division Chief requesting the emeritus appointment, including the official date of retirement as well as potential activities at Duke after retirement (especially if continuing mentoring activities, research-related activities, etc.)
- 2) Single PDF of materials provided by the retiring faculty member
  - A copy of the letter from the retiring faculty member stating the intention to retire, requesting the emeritus appointment, and summarizing plans following retirement
  - Curriculum vitae (CV) from the retiring faculty member
  - Optional: Career Narrative Statement

### **Review Process**

Similar to those of other appointments and promotions, nomination packages are reviewed by the Department of Medicine leadership for Appointments, Promotion, and Tenure and the Chair's office. Completed nominations will be directly forwarded for approval to the School of Medicine Dean's office. After the Dean's approval, the appointment will be reported at the next meeting of the Board of Trustees.