

## Guidelines for Application for Faculty Emeritus Status

**Below is an excerpt from the current *Faculty Handbook* regarding professor emeritus status.**

II.B.1-e. PROFESSOR EMERITUS: Members of the Faculty who retire are eligible to apply for the academic rank of Emeritus. The normal criteria shall be:

- the rank of professor, or, in exceptional cases, associate professor;
- at least 20 years full-time faculty appointment, which can include time reassigned to administrative duties, at Siena College;
- a majority vote of the tenured members of the professor's department; and
- distinguished achievement in teaching, scholarship and/or creative activity, and service.

Emeriti faculty retain library privileges, and, where relevant and possible, access to college facilities, computer access in accord with the College's Identity Management Policy and invitations to Faculty events. They are also entitled to the same tuition benefits accorded to full-time faculty members as described in this [most current in effect] *Faculty Handbook*.

II.D.1-b. For appointment to Emeritus Status, the Department Chair shall present the evidence to the Committee on Faculty Status that the individual deserves consideration. Should the Committee on Faculty Status members concur, they will forward the recommendation to the President for their review and approval and that of the Board of Trustee.

### **Application Process:**

Candidates for Emeritus status are not required to apply via Digication ePortfolio. These application materials / documents should be emailed to [Laurie Fay](#) in Academic Affairs by the [deadline listed](#) for the given year.

### **Required documents include:**

- 1.) letter of nomination/recommendation/support from both your department (chair) and from your dean.
- 2.) your updated PDR or CV
- 3.) Your own letter of request, highlighting your achievements, research, personal statement, etc.

Updated 9/30/2025