



TOURO COLLEGE & UNIVERSITY SYSTEM

Where Knowledge and Values Meet

<input type="checkbox"/> Policy <input type="checkbox"/> Procedure Name	Effective Date:	Policy Version:	Policy Status:
Number: EMERITUS POLICY	March 20, 2017	2	FINAL
Board of Trustees Chairman (when applicable): _____		Date: _____	
Senior Vice President/Executive Vice President: _____		Date: _____	
Department Head: _____		Date: _____	

I. PURPOSE FOR THE POLICY

Touro College and University System (TCUS) may recognize outstanding full-time faculty members who retire from TCUS by awarding them the honorary rank of Professor Emeritus. The retiring faculty member must apply for this rank and demonstrate that she or he meets the requirements for the emeritus title, as outlined below.

II. SCOPE

This Policy applies to all divisions of Touro.

III. DEFINITION

Touro College and University System, hereinafter referred to as “Touro” or “Institution” -shall mean and include for purposes of this policy— Touro College, Touro University, and Touro University Nevada, and Touro University Worldwide, and their schools, divisions, departments, and entities (domestic and international) excluding NYMC.

IV. PROCEDURES

Requirements

1. Individual must hold the rank of full professor or Associate Professor at TCUS prior to retirement
2. Individual must have served in one of the Units of the Touro College and University System for a minimum of 15 years. In extraordinary circumstances, the President may waive the length of service requirement.
3. Individual must have achieved academic distinction in Teaching, Scholarship, and Service as defined by the TCUS Faculty Development & Evaluation Policy (FDEP).
4. Individual must have the support from his or her department chair and/or Dean; and Vice President and/or Provost.

Benefits and Rights

Professor Emeritus is an honorary title that may be bestowed upon a faculty member upon retirement from Touro College. There is no financial compensation nor are there employee benefits attached to the title. At the discretion of the relevant Dean, a Professor Emeritus is eligible to teach as an adjunct professor (and be compensated for such teaching), if appropriate courses are available.



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Faculty who have earned the title of Professor Emeritus will be so designated on the individual school website with the faculty listing as an emeritus faculty member. A Professor Emeritus will be entitled to retain their Touro email address and library privileges.

Procedure

1. The faculty member notifies in writing her or his intention to retire to their Department Chair, or if no Chair, to their Dean.
2. The faculty member submits to his or her Department Chair (or Dean if there is no Chair) a letter of application for emeritus status addressing the requirements along with copies of his or her curriculum vitae and all supporting documentation.
3. The Department Chair or Dean reviews the materials and makes a decision as to whether or not the faculty member meets the criteria for the emeritus rank. If the Department Chair believes that the faculty member meets all of the criteria, she or he writes a letter of support and submits it along with all of the materials to the Dean of the school in which the faculty member teaches. In the situation where there is no Department Chair, the Dean will make the determination and, where appropriate, write the letter of support.
4. Review of the materials and letters of support must be obtained sequentially from: the Dean, the Vice President of the Division, and the Provost. The Provost submits the materials to the President for review.
5. If the President approves the application, the President will submit the recommendation to the TCUS Board of Trustees for final approval. Upon approval by the Board of Trustees, the President shall send an official letter to the faculty member informing him/her of their emeritus status, with copies to the Chair, Dean, Vice President, Provost, and Human Resources.

NOTE: In extraordinary circumstances, the President may independently grant the title of Professor Emeritus.

V. WHO IS GOVERNED BY THE POLICY

All Touro officers, administrators, faculty and employees are bound by this policy.

VI. ENFORCEMENT OF THE POLICY

This policy will be enforced by the Provost for Graduate and Professional Studies, and the Vice President for Undergraduate Education.

VII. RESPONSIBILITIES

Deans and Directors of affected Programs are responsible for making appropriate recommendations to the Provost for Graduate and Professional Studies. The Provost is responsible for review and transmittal to the President, and President is responsible for final decision making, presentation to the Board of Trustees and notification of a resulting designation.

VIII. VIOLATION OF POLICY

Failure to follow this policy will nullify and void an emeritus designation made that did not adhere to the process contained herein.