

**duPont-Ball Library Process for  
Review/Approval/Recommendation of Emeritus/a Status for Retired Faculty Members**

**Passed by the Library Faculty, August 2017**

The University policy for designation of emeritus/a status is listed in the box below. The policy is understandably broad and general, applying to each of the College/Schools/Library at the University. Within the duPont-Ball Library, we are establishing a more specific protocol that will provide the Dean with information necessary to make the nomination to the President through the Provost. The principles for making recommendations from the duPont-Ball Library are articulated below.

**University Policy from *Policies and Procedures – Section 3 – Academic Affairs Policies***

**3.2.1.9 Emeritus/a Faculty**

Upon a faculty member's retirement, the designation emeritus/a may be added to his or her title in recognition of distinguished service to the University. The procedure for nominating and selecting emeritus/a professors requires a recommendation from an appropriate department chair to an appropriate academic Dean (or directly from the academic Dean), who submits the nomination to the President through the Provost. The President reports the appointment to the Board of Trustees. The person named should normally:

- Be held in high regard by colleagues and students;
- Have devoted a significant length of service to Stetson University;
- Have received recognition on the basis of professional accomplishments;
- Have a distinguished record as a teacher, a campus leader, and an actively concerned member of the community beyond Stetson; and
- Qualify for official retirement or be at least 62 years of age.

duPont-Ball Library Principles for Recommendation to Emeritus/a Status

- 1) The emeritus/a designation is not provided as a routine part of retirement – the status should represent truly “distinguished” service to the University.
- 2) We want to establish a process that will assist the Library Dean in making appropriate recommendations to the President through the Provost that includes significant library faculty input. The process will be advisory in nature – i.e., ultimately, it is the Library Dean’s recommendation to the President through the Provost.

Steps to Implement the Above Principles

- Step 1. After a faculty member has retired, tenured and tenure-track library faculty decide whether or not to forward a nomination to the Library Dean for consideration for the emeritus/a designation. Ideally, this will be within one year of official retirement. However, there may be certain situations in which the recommendation process occurs for retirees who have been away from the University for more than one year. The nomination should include a discussion of how the nominee meets the University policy for designation of emeritus status for each of the criteria provided above.

Step 2. After reviewing the library faculty input, the dean will forward the recommendation to the President through the Provost. Upon completion of the process, the Dean will announce the award of emeritus status to individuals receiving this recommendation.

Library Faculty Awarded Emeritus/a Status:

J. Lamar Woodward, Director, Law Library, College of Law, 1971-2001

Janice Jenkins, Music Librarian, 1956-1993

Betty Johnson, Director, duPont-Ball Library, 1961-2011

Jane Bradford, Instruction Librarian

Complete list of Stetson Emeriti Faculty:

<http://www.stetson.edu/administration/provost/media/faculty/emeriti.pdf>