Process for Granting “Retired Faculty” Status

The title “retired faculty” was created to recognize faculty who retire and end full-time service to the university but are not granted emeritus/emerita status. The new title was recommended by the Faculty Senate’s Faculty Life Committee and unanimously supported by the Senate. Provost Susan R. Wente approved the new title on July 1, 2015.

A faculty member who has served the University for an extended period of time, contributed to the mission of the institution, and is in good standing at the time of retirement, may, upon the recommendation of the appropriate Dean and concurrence of the Provost be awarded the title “retired”. The title normally follows the regular title, e.g., Professor of the Practice of Special Education, Retired. A faculty member who is granted the title of emerita or emeritus is not eligible for the title of “retired”.

Process

1. Prior to the date of retirement, the department chair submits a letter to the Dean requesting a faculty member be awarded the title “retired faculty.” The letter should explain how the faculty member meets the criteria listed above. In the case of faculty members who have already retired, the process may be initiated by the faculty member contacting the current chair of the department in which they held their primary appointment.

2. The Dean approves the letter of request from the department chair and the Dean’s Office forwards a recommendation to the Provost’s Office of Faculty Affairs for consideration.

3. The Provost’s Office of Faculty Affairs notifies the Dean’s Office of the Provost’s decision.

4. The Dean’s Office notifies the faculty member and department chair of the decision. If the request is approved, the Dean’s Office will update the faculty member’s record in FIS with the title “Retired Faculty.”

Benefits

Faculty members awarded the title “retired faculty” will receive the following benefits:

• A Vanderbilt University identification card with the “Retired Faculty” distinction;
• Access to the campus computer network and a Vanderbilt email address; and
• Library borrowing privileges and access to library buildings during regular and restricted hours.