
THE GEORGE WASHINGTON UNIVERSITY

School of Medicine & Health Sciences
Office of Faculty Affairs

Recommendation of Emeritus Status

When members of the faculty with long and distinguished service to the university retire, they may be recommended by their department for emeritus status as indicated by a vote of the full-time, regular active-status faculty.

Faculty eligible for consideration for emeritus status are university professors, professors, adjunct professors, clinical professors, research professors, associate professors, and associate clinical professors. Please note that, based upon the Faculty Code, faculty at the rank of assistant professor are *not* eligible to be considered for emeritus status.

Because the awarding of emeritus status requires approval by the Board of Trustees, and emeritus status is awarded during commencement, recommendations must be received by the published deadlines to be considered.

If chairs know of faculty members who are considering retirement, discreet inquiries should be made to facilitate department action in time to meet the deadline.

Application Process

The following items must be submitted by the stated deadline to the SMHS Office of Faculty Affairs:

- A letter from the Department Chair to the Dean that includes a substantive narrative addressing how the nominee qualifies for emeritus status, and a record of the department vote. The nomination letter should refer to specific evidence of the nominee's qualifications. Although the application need not include the materials themselves, evidence such as publications, awards, and acknowledgments of outstanding service should be cited in sufficient detail.
- If emeritus status is also desired in departments in which the faculty member has secondary and tertiary appointments, a memo from the chair of the relevant department(s) should be included in the application packet by the stated deadline.
- An updated C.V. of the nominee.