CHANGE IN RANK
PROFESSOR EMERITUS STATUS

A. <u>Full Professor to Emeritus</u>

1. Academic Dean or Department Chair makes request to Provost
2. Provost confirms eligibility requirements with OHR.
3. OHR changes the individual's status in CUNYFirst (effective date should be the day after retirement date); ACTION – Data Change Reason-Designation-Professor Emeritus
4. OHR provides "screen shot of CUNYFirst for Provost Office
5. Provost Office will include this action on the College P&B Internal Agenda (College President will decide if this action should be regular or executive session)
6. Provost Office prepares a letter for the President's signature
7. President sends letter to the retired faculty with a copy to the appropriate Academic Dean, Chair and Provost, and OHR

B. <u>Associate Professor Rank to Emeritus</u>

1. Department P&B votes on action
2. Academic Dean or Department Chair makes request to Provost
3. Provost confirms eligibility requirements with OHR.
4. OHR changes the individual's status in CUNYFirst (effective date should be the day after retirement date); ACTION – Data Change Reason-Designation-Professor Emeritus
5. OHR provides "screen shot of CUNYFirst for Provost Office
6. Provost Office will include this action on the College-wide P&B Internal Agenda (College President will decide if this action should be regular or executive session)
7. Provost Office prepares a letter for the President's signature.
8. President sends letter to the retired faculty with a copy to the appropriate Academic Dean, Chair and Provost, and OHR