

CHANGE IN RANK
Emeritus/Emerita Status

A. Full Professor Emeritus/a

- Academic Dean or Department Chair makes the request to the Provost
- Provost confirms eligibility with OHR
- OHR changes the individual's status in CUNYFirst (effective date will be the day after the end of travia)
- OHR provides "screen shot" of CUNYFirst for Provost's Office
- Provost prepares a letter for the President's signature
- President sends letter to the retired faculty with a copy to the Provost, OHR and appropriate Academic Dean and Chair

B. Associate Professor to Emeritus/a

- Department P&B votes on action
- Provost confirms eligibility with OHR
- Academic Dean or Department Chair makes the request to the Provost
- Provost confirms eligibility with OHR
- OHR changes the individual's status in CUNYFirst (effective date will be the day after the end of travia)
- OHR provides "screen shot" of CUNYFirst for Provost's Office
- Provost Office will include this action on the College-wide P&B internal agenda
- President will determine if this action should be regular or executive session
- Provost prepares a letter for the President's signature
- President sends letter to the retired faculty with a copy to the Provost, OHR and appropriate Academic Dean and Chair