

## College of Fine Arts Procedure to Apply for Emeritus Rank

### TCU Faculty Handbook Statement on Emeritus Faculty:

Emeritus rank is indicated by adding the term “Emeritus” before the rank held by the faculty at the time of retirement.

Candidates for emeritus status usually will have held permanent tenure, have been associated with TCU for at least 10 years and have contributed meritorious service to the University. Candidates for Emeritus status will have met the criteria governing either teaching, research, professional service, advising, or continued professional development appropriate to their rank at the time of retirement. With the retiree’s (candidate’s) consent, the tenured faculty of each department shall meet and review retiring faculty for the purpose of recommending emeritus status. The subsequent procedures for nomination and appointment to emeritus status are the same as those for promotion in rank. Emeritus status does not entitle the holder to a stipend from the University, but persons holding this title are accorded full faculty status with regard to faculty social activities and faculty benefits, in the attendance at athletic events, fine arts performances, and other cultural activities on campus. Names and titles of all emeritus faculty and staff members are included in the Undergraduate Studies Catalog.

To apply for Emeritus Rank in the College of Fine Arts, faculty should declare their intent to apply for promotion to Emeritus rank to their unit head in writing by the Monday after commencement (ideally the year before planned retirement). Faculty will then submit the following to a Box folder created by the Dean’s Office. The due date for these materials can be found the [Academic Affairs Administrative Handbook](#), under “Tenure and Promotion Calendar and Procedures.”

- Vita in TCU Format
- Candidate’s Personal Letter (addressing the six areas of faculty responsibility: Teaching; Scholarship, creativity, and its equivalents; Service to the University and the profession; Advising and related activities; Professional development; Conduct in accord with the Statement on Professional Ethics). The expectation is that this letter will be succinct.
- Promotion Abstract (approximately 150 words): Template – (Title) (Name) joined TCU in (month) of (year) as a (rank) in the (department) of the College of Fine Arts. He/she/they earned the (degrees) from (institutions). He/she/they primarily teach in the areas of (subjects). His/her/their research/scholarly activity focuses on (scholarly area). The impact of his/her/their work can be measured by/has been noted by (publications, fellowships, awards, honors, etc.).
- Any additional materials the candidate considers relevant

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