*CHAPTER 10: TRANSITION FROM FULL-TIME WORK*

**SECTION 10.1 Emeritus Status**

A full-time faculty member who has served with distinction until retirement for at least 20 years, five of which have been at Tulane, may, upon recommendation of the department and the appropriate administrative officers (dean and Senior Vice President for Academic Affairs and Provost) and by action of the Board of Administrators, be awarded the title of Emeritus/Emerita. In preparing recommendations, the department or other appropriate academic unit will review the eligibility of all prospective retirees. The award of the designation is not automatic. It indicates honorable retirement from assigned duties, recognizes service worthy of high commendation and expresses an anticipation of continued membership in the Tulane academic community. Should a department not recommend a faculty member, that person shall have the right to directly appeal to the Board of Administrators.

A faculty member who, at the time he or she retires, has accepted a full-time academic position at another university shall not be eligible for the emeritus appointment. In exceptional circumstances, a former Tulane faculty member who has retired from the profession and has the support of the department may receive the emeritus title from the Board of Administrators upon recommendation of the president.

The Board of Administrators may also approve the designation for a title of honor or administrative title (e.g., named chair emeritus, Distinguished Professor Emeritus, dean emeritus).

**SECTION 10.2 Privileges of Emeritus Status**

Because Emeritus/Emerita faculty can make important contributions to the University in research, teaching, and service, the University should make it possible for them to remain participating members of the academic community. Accordingly, the University should provide Emeritus faculty with such amenities as a mail address, e-mail, listing in divisional and university-wide directories, library privileges, receipt of university publications, faculty dining room and parking privileges, and participation in convocations, academic ceremonies and processions. Where possible, research facilities, office space, administration of grants, secretarial help and other services should be made available to Emeritus/Emerita faculty. Emeritus/Emerita faculty may continue to direct or serve on masters or doctoral committees. Emeritus/Emerita faculty may also receive compensation from the university (for teaching or from existing grants) while holding the title, but the percentage of effort must be less than 50% and thus, according to current policies, the individual would not be eligible for benefits. If a retired faculty member wishes to continue to apply for new grant funding they should seek appointment as Research Faculty.

**SECTION 10.3 Phased Retirement**
Full-time faculty (tenured or non-tenure-track) who have submitted their request for retirement may be eligible to receive a transitional part-time leave, with halftime (or greater) duties at proportionate compensation, typically for up to three years with the approval of the dean and the Senior Vice president for Academic Affairs and Provost. The Senior Vice President for Academic Affairs and Provost may approve a longer phased retirement period in exceptional circumstance. Such a leave is not available beyond the effective date of termination or non-reappointment under other policies.

The relinquishment of tenure takes effect at the end of the transition period and the individual will use his or her normal academic title during the transition period. After the transition period, the faculty member may also be invited to serve part-time after retirement, as individually agreed, as provided below in Section 10.4.

SECTION 10.4 Continued Post-Retirement Activity (for non-Emeritus titles)

A retired faculty member is eligible to be invited to serve on a year-to-year or other fixed term basis (without tenure) for whatever services, compensation, and percentage of effort are agreed between the individual and the dean with the approval of the Senior Vice President for Academic Affairs and Provost. Unless the Senior Vice President for Academic Affairs and Provost gives special permission, the percentage of effort must be less than 50% and thus, according to current policies the individual would not be eligible for benefits. As agreed between the individual and the dean with the approval of the Senior Vice President for Academic Affairs and Provost, the retired faculty member (whether with or without compensation) may be authorized to continue to be principal investigator of existing grants and contracts, have research space as allocated, direct graduate students and continue active participation in departmental and university activities as agreed. If a retired faculty member wishes to continue to apply for new grant funding they should seek appointment as Research Faculty. Upon the request of the department and dean, the Senior Vice President for Academic Affairs and Provost may reinstate the tenured status of the previously-tenured individual only for the period invited back to service, not to continue when that period ends. The dean and Senior Vice President for Academic Affairs and Provost may also appoint a previously tenured individual to roles dealing with tenure matters.

SECTION 10.4 Retirement Benefits

Retirement benefits are outlined in the Human Resources website:

http://www2.tulane.edu/wfmo/benefits/retirement/eligibility-and-overview.cfm

*Any change to this chapter requires two readings at separate regular meetings of the University Senate and a 2/3 vote of those present.

Last edited October 23, 2017