

Post-Retirement Honorifics for Vanderbilt University School of Medicine Faculty Emerita/Emeritus Status and Retired Status

Emerita/Emeritus Status:

From the Vanderbilt University [Faculty Manual \(Part II, Chapter 1\)](#):

“A tenured faculty member who has served the University with distinction over a period of years and who remains upon active status until retirement may, upon the recommendation of the appropriate Dean, the Provost, and the Chancellor, be awarded the title of Emeritus or Emerita by action of the Board of Trust. The title normally follows the regular title, e.g., Professor of Chemistry, Emeritus. In rare cases, Emeritus or Emerita status may be granted for a faculty member or administrative officer who does not hold a tenured faculty rank.”

1. Process for Nominating a Faculty Member to Emerita/Emeritus Status in the School of Medicine’s Clinical Departments (VUMC):
 - Nomination dossiers are typically due to the School of Medicine’s Office of Faculty Affairs in mid-December.
 - Faculty should communicate their retirement plans, with potential for transition to Emeritus/Emerita status several months in advance of the anticipated retirement date.
 - Tenured professors must notify the department of their intent to retire at least 6 months before the proposed date.
 - Non-tenured professors require notification at least 4 months in advance.
 - Items required for a nomination to Emerita/Emeritus status:
 - Chair nomination letter with a summary of the faculty member’s distinguished service
 - Current CV
 - Narrative biography (200-300 words)
 - Submission and review process for Emerita/Emeritus nominations:
 - Reviewed administratively and by the Associate Dean in the School of Medicine’s Office of Faculty Affairs
 - Reviewed and approved by the School of Medicine’s Executive Committee of the Executive Faculty (ECEP)
 - Reviews and approvals from the Senior Associate Dean for Faculty Affairs, the Dean, the Provost, the Chancellor and the Vanderbilt University Board of Trust.
 - The Board of Trust will review Emeritus/Emerita nominations at the final meeting before commencement, typically at the February or April meeting.
 - An appointment letter will be distributed by the School of Medicine’s Office of Faculty Affairs.
 - Announcements of Emeritus and Emerita faculty appointments are made at commencement.
 - For faculty members whose retirement effective date occurs earlier in the academic year, prior to the granting of Emerita/Emeritus status, an Adjunct appointment will automatically be granted by the School of Medicine to bridge the period between the retirement date and the start of the Emerita/Emeritus appointment.
2. Benefits of Emerita/Emeritus Status for Faculty in the School of Medicine’s Clinical Departments (VUMC) are administered by the School of Medicine’s Office of Faculty Affairs:
 - Issuance of an official VU or VUMC ID Card
 - Continuance of VU/VUMC IDs and email accounts

- General administrative assistance in support of continuing academic activities
- Library access and privileges (VU ID continuance required)
- Communications from Emeritus/a Office through Emeriti Listserv
- Weekly collaborative virtual meetings with emeriti group which may include scholarly presentations from emeriti colleagues, Vanderbilt faculty, and guests
- Periodic group lunches with leadership from the Office of Faculty Affairs
- May attend School of Medicine general faculty meetings and meetings of the Faculty Assembly
- Vehicle registration for unreserved space in the TVC Central Garage (must have permit)
- Free annual flu immunization
- Discounted purchases at the University bookstore and the Vanderbilt University software store
- Faculty discount price for athletic tickets
- Eligible for membership in the university credit union
- Eligible for faculty/staff discount program
- Free use of Benton Chapel for self, spouse and children (schedule permitting)
- Faculty member and spouse may audit one 3-hour course per semester free of charge, with permission of the instructor

Retired Status

From the Vanderbilt University [Faculty Manual \(Part II, Chapter 1\)](#):

“A faculty member who has served the University for an extended period of time, contributed to the mission of the institution, and is in good standing at the time of retirement, may, upon the recommendation of the appropriate Dean and concurrence of the Provost be awarded the title Retired. The title normally follows the regular title, e.g., Professor of the Practice of Special Education, Retired. A faculty member who is granted the title of Emerita or Emeritus is not eligible for the title of Retired.”

1. Process for Nominating a Faculty Member to Retired status in the School of Medicine’s Clinical Departments (VUMC):
 - Nomination materials will be submitted by the department to the School of Medicine’s Office of Faculty Affairs prior to the retirement date (but may also be submitted after a faculty member has retired).
 - Faculty should communicate their retirement plans, with potential for transition to Retired status several months in advance of the anticipated retirement date.
 - Tenured professors must notify the department of their intent to retire at least 6 months before the proposed date.
 - Non-tenured professors require notification at least 4 months in advance.
 - Items required for a nomination to Retired status:
 - Chair nomination letter with a brief summary of the faculty member’s work and contributions
 - Current CV
 - Submission and review process for Retired status nominations:
 - Reviewed administratively and by the Associate Dean in the School of Medicine’s Office of Faculty Affairs
 - Reviews and approvals from the Senior Associate Dean for Faculty Affairs, the Dean, and the Provost. A memo is drafted from the Dean for the Provost’s approval.

- A copy of the approved memo is provided to the department for distribution. This serves as the appointment letter.
2. Benefits of Retired Status for Faculty of the School of Medicine's Clinical Departments (VUMC) are granted by the University:
- Vanderbilt University ID card with the "Retired Faculty" distinction
 - Access to the campus computer network and a Vanderbilt email address
 - Borrowing privileges for physical library materials and access to library buildings during regular and restricted hours.
 - For borrowing privileges, see the library's website and select the affiliation "Retired Vanderbilt Faculty and Staff":
<https://www.library.vanderbilt.edu/about/accessanduse.php>