



POLICY AND PROCEDURE

Title:	Emeritus Status Policy
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POLICY STATEMENT:

To honor faculty members who have demonstrated highly meritorious service to the University of Bridgeport, the Provost may confer the title of Emeritus on retiring faculty who have made a substantial achievement and contribution through teaching and service to the University of Bridgeport.

PROCEDURE DETAILS:

Requirements

- The faculty member holds the rank of Associate or Professor (or equivalent titles for clinical faculty) and is 60 years old or older, at the time of retirement.
- The faculty member has served at the University of Bridgeport for at least 15 years.
- The faculty member is retiring from the University rather than moving to another full-time job.

Procedure

Faculty seeking emeritus status shall prepare a formal request to the Dean of their College. Faculty who retired after July 1, 2021 may apply for Emeritus status and follow the same process as outlined below. Faculty who retired before July 1, 2021 are not eligible for consideration.

1. The individual seeking rank and the department chair or director first verify that a faculty member is eligible for emeritus status.
2. The faculty member's department chair submits a written request to their dean's office, notifying them of the faculty member's retirement and requesting approval of the appropriate emeritus title/rank. Requests should include a brief letter of recommendation that stipulates the faculty member's qualifications for emeritus status. Written request shall be no more than four pages long and shall highlight their academic achievements, service to the university, and scholarly engagement, in addition to outlining plans for future academic work that would be enhanced by emeritus status. The faculty member shall also attach their CV with this request.
3. The dean submits a list of those retiring faculty being nominated for emeritus status to the Provost.
4. The Provost's Office forwards a list of nominated faculty to the Office of the President for review and submission to the Board of Trustees.
5. If recommended by the president, the retiring faculty member's name is submitted to the Board of Trustees for consideration and approval at its next regular meeting.
6. The faculty member receives notice from the Board of Trustees of the decision to be awarded emeritus status, and will be provided the appropriate title and rank (i.e., Professor Emeritus/Emerita or Associate Professor Emeritus/Emerita, as is reflective of their rank at the time of retirement).

Forms and Instructions

- Retiring faculty prepares CV and writes a summary statement of desire to become Professor Emeritus.
- Program Director prepares a written citation on behalf of the nominee of no more than two pages in a style suitable for reading at a conferral ceremony (e.g., at community day)

Emeritus status is a privilege, not a right, and can be revoked if the awardee's actions adversely affect the University.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

STUDENT HANDBOOK

FACULTY HANDBOOK

STAFF HANDBOOK

DEFINITIONS:

Emeritus: A title awarded to a retired faculty member in recognition of distinguished service to the University of Bridgeport.

EXCLUSIONS:

Faculty who have served fewer than 15 years, are under the age of 60, or are leaving for other full-time employment are not eligible.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Office of the Provost, Dean's Offices, Faculty Senate, Human Resources.

HISTORY:

Created September 2025

EFFECTIVE DATE:	Feb 2026
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost
REVIEW DATE:	Annually during the summer semester

APPENDIX:

Benefits of Emeritus Faculty

Emeritus faculty may be granted certain privileges if available.

- A parking permit.
- A University identification card.
- Full access to library facilities, including access to computer resources in the library.
- Attendance at graduation and convocation, including marching in full regalia with the other members of the faculty member's academic discipline.
- The emeritus title provides no stipend.
- Access to the University email account.
- Faculty rights and privileges in attending the University's social, cultural, and athletic events.
- A shared office space (if available) for the faculty if the faculty member is provided with an opportunity to teach as an adjunct or in another capacity with the University. The university has the right to reassign the office space to other faculty if office space is limited or needed.
- The benefits to the emeritus faculty can be revoked at any time.