



Support for Retired Emeritus Faculty

Process: Initiated by the Provost's office. A "**Request for Faculty Emeritus/Emerita Status**" form is sent to chairs in departments with faculty contracted to retire that year. Once signed and with a current CV attached, the form goes back to the Provost's office, which forwards a formal recommendation to the Board of Trustees for approval. A letter generated by the Provost's office, from the President, notifying approval, is sent to the faculty member, copy to the chair.

Term: In perpetuity.

Email and Access to Electronic Resources: May retain their Clark email address upon request, but not their Clark Account (Clark Account provides access to electronic resources at Clark and will expire 6 months after retirement date). Individuals will be required to provide an alternate method of contact and may be required to renew access on an annual basis. Use of Clark email is subject to the University's Appropriate Use policy.

Standard IT support: Must return all Clark-purchased equipment and software – even those purchased in grants. ITS will help transition retirees to personally owned computers if requested.

Space: Not generally provided. Agreements can be made to retain office space for a transitional time, typically no more than 6 months. Must be built into the retirement agreement with the Provost.

Other: The Provost's Office will notify retired-emeriti faculty of the dates for Faculty Assembly.