

From: [Barry Ritchie](#)
To: [Brenda Hosley](#); [Charles Barbee](#)
Cc: [Mark Searle](#); [Elizabeth King \(Provost Office\)](#)
Subject: FW: Emeritus Process Guide
Date: Thursday, July 09, 2015 9:14:34 AM

Dear Brenda,

You may recall that, while Provost Page did not approve Senate Motion 2015-67 regarding emeritus status, in consideration of the intent of that motion he did note:

With respect to clarifying the process, it is important to note that steps have been taken to greatly clarify the emeritus process already over the past six months, and the process is now embodied fully in terms of the documents that must be filed in order to retire whether one is seeking emeritus status or not. However, since a faculty member likely will not encounter that paperwork until he or she chooses to retire, I will have a process page created that fully spells out the process used to seek emeritus status. I will have that page added to the set of process pages for academic personnel processes that is publicly available on the Provost's website.

Please note below the message from Assistant to the Vice Provost for Academic Affairs Elizabeth King that the process page mentioned in Provost Page's note has now been added to the process pages as P23. Department and college staff contacts who handle retirement and resignation processes have also been alerted to that new page so that the process is widely and clearly communicated. This step will help accomplish the intent noted above from Senate Motion 2015-67.

Sincerely yours,

Barry

Barry G. Ritchie
Vice Provost for Academic Personnel
Arizona State University
300 E. University Ave, Suite 420
Tempe, AZ 85287-7805

Phone: 480-965-7405
Fax: 480-965-0785

From: Elizabeth King (Provost Office)
Sent: Wednesday, July 08, 2015 8:45 AM
To: Elizabeth King (Provost Office)
Subject: Emeritus Process Guide

To: College contacts for retirements, resignations, and emeritus status

A detailed process guide for emeritus status requests has been created, and has been posted [here](#) on what we call "The P's" page. The purpose of this guide is to clarify the steps in the process for

eligible faculty and academic professionals, as well as for administrators. Please share this link with your units.

Academic Affairs Manual (ACD)

Effective: 7/1/2013

Revised: 7/7/2015



[Link to the Office of the Provost of the University's Personnel Processes](#)

You are about to enter a site maintained outside of the ASU system of administrative manuals. To enter the Office of the Provost of the U

- [P1](#), Offer Letter Contents
- [P2](#), Probationary or Conditional Review for Tenure-Eligible Faculty Process Guide
- [P3](#), University Faculty Probationary, Tenure, and Promotion Requirements for Academic Unit Bylaws
- [P4](#), Expedited Review for Tenure-Eligible Faculty Process Guide
- [P5](#), Tenure and/or Promotion Process Guide
- [P6](#), Fixed-Term Faculty Promotion Process Guide
- [P7](#), Post-Tenure Review Process
- [P8](#), University Academic Professional Probationary, Continuing Appointment, and Promotion Requirements for Academic Unit Bylaw
- [P9](#), Probationary or Conditional Review for Academic Professionals Process Guide
- [P10](#), Expedited Review for Probationary and Continuing Appointment Academic Professionals Process Guide
- [P11a](#), Continuing Appointment for Probationary Academic Professionals Process Guide
- [P11b](#), Promotion for On-Track Academic Professionals Process Guide
- [P12](#), Promotion for Fixed-Term Academic Professionals Process Guide
- [P13](#), Fixed-Term Academic Professional Promotion Requirements for Academic Unit Bylaws
- [P14](#), Academic Professional Release Process
- [P15](#), Family Leave Procedures
- [P16a](#), Sabbatical Leave for Tenured Faculty Process Guide
- [P16b](#), Sabbatical Leave for Continuing Appointment Academic Professionals Process Guide
- [P17](#), Faculty Grievance Procedures
- [P18](#), Academic Professional Grievance Procedures
- [P19](#), Ombudsperson Mediation Procedures
- [P20](#), Prohibition Against Discrimination, Harassment, and Retaliation: Complaint and Investigation Procedure
- [P21a](#), Review for Renewal of Multi-Year Faculty Process Guide
- [P21b](#), Review for Renewal of Multi-Year Academic Professionals Process Guide
- [P22](#), Fixed-Term Faculty Promotion Requirements for Academic Unit Bylaws
- [P23](#), Process Guide for Emeritus Status

Any feedback or questions, please let me know!

EK

Elizabeth King
Assistant to the Vice Provost for Academic Personnel
Office of the University Provost
Arizona State University
Fulton Center, 4th Floor
PO Box 877805
Tempe, AZ 85287-7805
Ph: 480-965-7405
Fx: 480-965-0785